

Prnpo\il ((I Prm,ide:

Technica! Sen'ices in Support of DOE/OAK Office Programs

\\"OLUME IV: COST PROPOSAL

COPY

Pre.\e"led lf):

DepartmentofEnergy
Oakland Operations Office

In Response to: Amended SoL No. DE-R14J3-93SF19686 July 7, 1995

Pr,'sentcd by:

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Advanced Data Concepts, Inc. -d
OI\'. 1500NElrving,Suite310 =:"1 If,;-
Portland, Oregon 97232.2183 IIII

PAI

PAI Corporation

and

BUm

BDM International

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July 7,1995

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"" ' \,1, " ,.. **Mr. David J. Tenca**, ~~I **Officer**
Department of En'.'11.~ '\:'f:!!' ,
Oakland Operatio~~~...:i:
Site Manal~Dt\~~ .
1301 Clay Street ~ ~:",",":~"":
'1...r ~* ~ ~"
Oakland, CA 94612-5208
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Reference:

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Suite310 ,*t.rj.* ~~~~::~;'... PQftJInd.~, ' ~.O_..
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97232 -'
Ili ~~~, ;'i " ~ ,**J**..
Phone *Sf!!* /,~1~ :',
Pax ~ / 230.~17

DearMrTenca ' i ':.. ..!);~ .. "" 'il. ,\
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Advanced Data Co.~{'f;e, _(*A9iir~pur* ~::~', **PAI** "~rati~(P~~~,,~~)\..1
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Volume 1:
Volwne II
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members
projects.

provides support in safeguards and security at DOE Albuquerque Operations Office and has provided safeguards and security support to DOE-SF (now DOE-OAK), PAI Corporation is providing in environmental safety, health and facility operations at DOE-OAK, Albuquerque, Oak Ridge, Savannah River, and Nevada. BDM is providing support in all SOW Task Areas to DOE

support
Richland,
 Headqu~; SPA" "and. private ind~try,
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Our team has the expertise to
Statement of
economy and
records of accomplishments the ADC Team brings

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and skilled personnel needed to assist DOE-OAK to accomplish their Work (SOW) while emphasizing cost effectiveness and flexibility. DOE's need for increased productivity heightens the value of the proven expertise, highly qualified personnel, and to this contract.

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Mr. David J. Tenca
RFP No. DE-RPO3-93SF19686 July 7,1995
Page 2

The individual strengths of the proposed team members combine to create a dynamic partnership fueled by a powerful complement of technical, managerial, contract, and personnel expertise. Our shared commitments to excellence and strong DOE backgrounds offer a highly cohesive team, singularly qualified to provide the required services outlined in this solicitation.

The collective personal resources of our team offer DOE-QAK an impressive. depth of specialized expertise and professionalism. ADC, PAI, and BDM are dedicated to ensuring that we will meet short- notice staffing requirements with the most qualified personnel available.

All three companies have a performance record of technical and managerial excellence, providing quality services that meet customers' schedules and budgets. Our support to OOE-QAK will focus on cost- effectiveness. ways to increase productivity. and continuous improvement.

I personally give to DOE-QAK my pledge, and my word of honor, that the ADC team will be totally committed to the success of this important contract. DOE-QAK will receive the benefits of our best efforts to the successful pursuit and performance of this contract.

We are excited about continuing our commitment to providing the Department of Energy at DOE-QAK with the level of excellence it has come to expect from Advanced Data Concepts, Inc., PAI Corporation, and BDM International. .

Sincerely,

ADVANCED DATA CONCEPTS, INC.

-...;::~~::~(;~..~: g. ~1;::~;"6.J

f:::: E. Rivera

Chairman and Chief Executive Officer

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PAI CORPORATION

116 Milan Way
Oak RIdge. Tennessee 37830

Telephone (615) 483-0666 .

Fax: (615) 481-0003

July 7, 1995

DIP/95-COR-285

Mr. Frank E. Rivera, Sr.
Chairman & Chief Executive Officer Advanced Data Concepts, Inc. 1500 Northeast Irving, Suite 310 Portland, Oregon 97232

RE:

RFP No. DE-RPO3-93SF19686, Technical Services in Support of DOE/OAK Office Programs

Dear Mr. Rivera:

PAI Corporation is pleased to join Advanced Data Concepts, Inc. (ADC) in the resubmission of our proposed services to DOE/OAK in response to the above solicitation.

It has been a pleasure to work with you and :our top-level managers on this important proposal, which will incorporate our current contract at DOE-OAK I have also worked closely with my staff who are assigned to work with your proposal team. We have proposed specialists for this effort who have performed similar work successfully in the past with dedication.

PAI currently has an office in the Oakland arlaa and is supporting DOE/OAK in the areas of environmental safety and health (ES&H), facility oversight, and engineering. The personnel we propose for this proposal will be available 100% of their time. In our eight offices across the country, we have many other employees who are highly qualified in tem1s of the technicai areas of the RFP. We will make them available to the ADC Team to serve DOE/OAK as the need arises.

As President and CEO of PAI, I will ~ommit the necessary resources that may be required to satisfy contractual commitments and objectives in a cost-effective manner.

We look forward to working with ADC, to ser~e DOE/OAK in this important endeavor.

Sincerely yours,

D:a~9:~~d >

President & CEO



BDM

FE~:RAI~

A **80M** International **Company**

80M Federal, Inc.
555 Quince Orchard Road Suite 400
Gaithersburg, MD 20878 (301) 212-6200
Direct Dial Number:
301-212-6220

June 28, 1995

Mr. Frank E. Rivera, Senior
Chainnan and Chief Executive Officer
Advanced Data Concepts, Incorporated
700 N .E. Multnomah, Suite 1100
Portland, Oregon 97232-2183

Subject:

Solicitation Number DE-RPO3-93SF19686. Technical Support to Department of Energy. Oakland Office Programs

Dear Mr. Rivera:

BDM Federal Inc., is pleased to join the ADC Team in the submission of the enclosed proposal. As a company, BDM is committed to providing highly-qualified, dedicated support to ADC and the Department of Energy's Oakland Office. Immediately upon award of this contract, BDM employees will be made 100% available (full time) to support DOE Oakland Operations Office requirements.

BDM Federal has been involved in the management and conduct of large technical support serVice and Management and Operations contracts for the Department of Energy for many years. I am very interested in extending BDM's support to the DOE Oakland Operations Office because of its importance to the nation's environmental, energy and weapons objectives, and am equally pleased that the ADC Team has remained united and dedicated to meeting this challenge together. We look forward to working closely with you on this project as we have on many past projects.

Very truly yours,

BDM FEDERAL. INC.

1")1/3aJ2Q-,.,~t:t::~

Marcia E. Balestri
Vice President,
Environmental Technology Development

MEB:cwd



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TABLE OF CONTENTS
VOLUME IV -cost PROPOSAL -SUPPORT SERVICES
OOE-SF: TECHNICAL SERVICES

Introduction

1.0

Cost-Related Exhibits
1.1.1 ExhibitA-1-SFI411's 2 1.1.2 ExhibitA-2-CostElementDetailSummary 9 1.1.3 ExhibitA-3-CostElementDetailbyYear 13 1.1.4 ExhibitA-4-FCCM 19

The following sections remain the same as originally submitted on July 6, 1993.

2.0 3.0 4.0

Additional Information
Financial Condition and Capability Exceptions and Deviations

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INTRODUCTION

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III
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INTRODUC110N

Advanced Data Concepts, Inc. (ADC) is pleased to submit its Cost Proposal No. 93-7092 in response to RFP No. DE-RPO3-93SF19686 to provide technical services in support of the Department of Energy, Oakland Operations Office.

We propose to conduct this program under a cost plus fixed fee contract in accordance with the prices set forth in this Proposal.

ADC is proud to have the as subcontractors P AI and BDM Federal.

The prices stated herein shall remain firm for a period of 120 days from the date of this proposal and are predicated upon all of the terms and conditions of the RFP.

ADC authorized representatives for the purpose of negotiations are:

Frank E. Rivera CHAIRMAN
(503) 233-1220

Steven W. Moses General Manager
(503) 233-1220

(ii)

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1.0 Cost-Related Exhibits

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1.1.1 EXHIBIT A-I -SF-1411s

Vulume IV Cost Proposal- Page 2

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Steven Moses, General Manager (SO3) 233-1220

Advanced Data Concepts, Inc. 1500 NE Irving, Suite 310 Portland, Oregon 97232

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PRCE RE\i100~ ~ OTHER ~) REOETERMINA TION

~FPI DOTHER (*Specch*) I \$8,105,161 \$204,865 \$8,310,026 7 PLACE(S) AND PERK)D(S) OF PERFORMANCE
Oakland/Livnnore CA Total Contract -October 1, 1995 -September 30, 2000

B. CHANGE ORDER	
C.	

IX IA. NEWCONTRACT

4. TYPE OF CONTRACT ACTION (0Iec*I

8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting this recap is required unless otherwise specified by the Contracting Officer (Contract on reverse, and then on plain paper, if necessary. Use same heading.)

Technical Services in Support of DOE/OAK Office Programs	\$8,310,026
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A. LINE ITEM NO

9. PROVIDE NAME, ADDRESS, AND TelePHONE NUMBER FOR THE FOLLOWING (If ~)

A. ~T~CTADMINIST~~NOFFI~- 18. AU~TOFACE'.

U.S. Department of Energy -DOE Oakland Operations Office Mr. Frnnk Rausch
Site Management Division (1-293) Bonneville Power A-hnistration
Lawrence Livennore Natio-al Labcortory Chief Auditor -AK
P.O. Box 808, Livermo-, Ca. 94551 P.O. Box 3621
Attn: Mr. David J. Tenca (510) 423-8050 Portland, Oregon 97208

10 WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE 11A. Y U NM N 11 t4ANCING (-)- PERFORMANCE OF THIS WORK? (If ora, '1:/e1tJlh) CC>ITRACT FINAOONG TO

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OOPROGRESS PERFORM THIS PROPOSED

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0 ! f"X1 YES 0 NO GUARANTEED LOANS

113 IS ~S PROPOSAL. CONSISTENT WITH YOUR ESTABLISHED ESTIMATI~~ AND ACCOUNTING PRACTICES AND PROCEDURES A~~ FAR PART 31

COST PRINCIPLES? (If "No," upl8lll)

fXIYES 0 NO

[g] YES 0 NO As defmed in proposal

12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? 11/,u.' ~Mfl
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C. QUANTITY

D. TOTAL PRICE

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Frank E. Rivera, ChairnIan Adv!'nced Data Concepts, Inc.

18 DATE ~ SUBMISSION

~ .>= July7,1995
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NSN 7540-01-142-9545

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Volume N Cost Proposal -Page 3

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2. NAME AND ADDRESS OF OFFEROR (INIIIM ZI' c-.) 3A. NAME AND TITLE OF OFFEROR'S PCXNT - OF CONTACT
Steven Moses, General Manager (503) 233-1220

Advanced Data Concepts, Inc. 1500 NE Irving, Suite 310 Portland, Oregon 97232

5. TYPE OF CONTRACT (Q...kJ OC N IVI(Q,...k)

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Oakland/Livennore CA Year One Base Period -October 1, 1995 -September 30, 1996

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Technical Services in Support of DOE/OAK Office Programs

\$1,623,105

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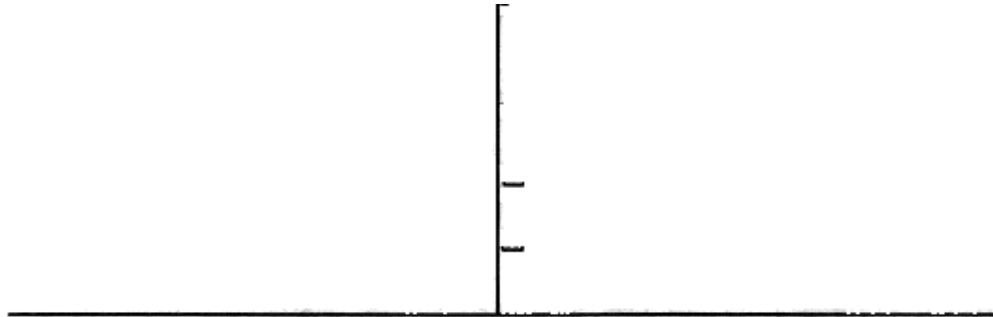
C. QUANTITY

O. TOTAL PRICE

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9 PRQVWJE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING (1/ ~J --- A. ~T~CT ADMINISTRATION OFFICE; E-B. AUDIT OFFICE
U.S. Department of Energy -OEE Oakland Operations Office Mr. Frank Rausch
Site Management Division (L-293) Bonneville Power Administration
Lawrence Livermore National Laboratory Chief Auditor -AK
P.O. Box 808, Livermore, CA. 94551 P.O. Box 3621
Attn: Mr. David J. Tencat (510) 423-8050 Portland, Oregon 97208
10 WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE 11 UNMANNING (-J- PERFORMANCE OF THIS WORK? (1/ .Tu.. /JelthJ CONTRACT FINANCE TO
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~ PROGRESS PERFORM THIS PROPOSED
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COST PRINCIPLES? (1/ .Ne.. upl8ll)
[X] YES 0 NO



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This proposal, submitted on response 10 the RFP, contract, modification, etc. in ~ 1 end reflects our best estimates and actual costs of II-. dal8 and conforms with
the Instructions in FAR 15804-6(b) (2). Table 15-2. By submitting this IWOPOS*, we offer the selected for action, grants 1118 -lift9 officer ~ an authorized representative - we shall examine, at any time before award, those books, records, documents and ~, types

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Frank E. Rivera, Chainnan Advanced Data Concepts, Inc.
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Volume IV Cost Proposal- Page 4

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2. NAME AND AOORESS OF OFFE~ (trtd.- Z17 0..) ~ NAME ANO TITLE OF OFFEROR'S POINT 138. TaEPHONE NO
OF CONTACT
Steven Moses, General Manager 1(503) 233-1220



Advanced Data Concepts. Inc. 1500 NE Irving, Suite 310 Portland, Oregon 97232

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X	A. NEW CONTRACT	
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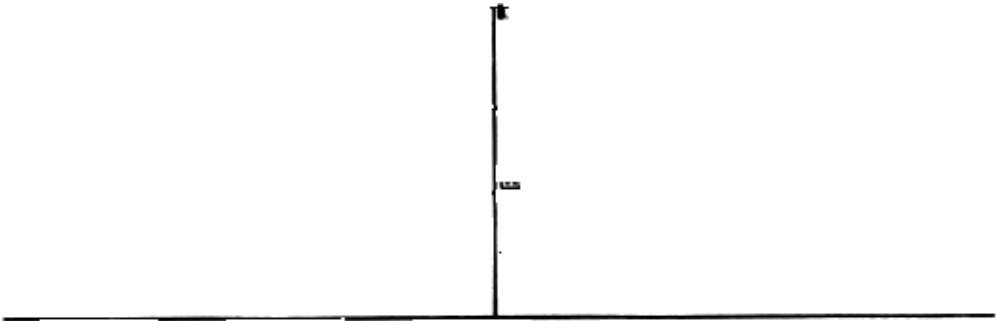
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Technical Services in Support ofOOE/OAK Office Programs

\$1,747,431

A-3.2

9 PROVIDE NAME, ADDRESS. AND TaePHON A. CONTRACT AOMtNISTRA noN OFACE
_U.S. Department of Energy -DOE Oakland Operations Office Site Management Division (1-293)
Lawrence Livermore National Laboratory
P.O. Box 808, Livenmore, CA 94S51
Attn: Mr. David J. Tenca (510) 423-8050
10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (1/ "ra." 1.1.IIIhJ



[RJ YES 0 NO As defined in proposal
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—Mr. Frank Rausch
Bonneville Power Administration
Chief Auditor -AK
P.O. Box 3621
Portland, Oregon 97208

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rnV .'- ~PROGRESSPERFORM THIS PROPOSED ~ X
CONTRACT? (If "yea., compi818 PAYMENTS PAYMENTS Item IIB)
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AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31
COST PRINCIPLES? (If .No. ' upm..)
[g]YES 0 NO

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1. COST ACCOIR'ITNG STANDARDS BOARD (CAsE) DATA ~ r- 91-S79 dod -/ FAA ?AAT JO}
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~YES X NO [g]YES NO
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WITH YOUR DISCLOSURE STATEhENT OR COST ACCOUNTING CLOSED PRACTICES OR APPLK:ABLE COST ACCOUNT~ STANDARDS?
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d If T~.. ;gloillill ,,-11

..J YES [g] NO YES ~ NO
This proposal is submrtt8d ..respona to !he RFP contrKt moditC8tkMt, etc. in --1 and reftedl our belt -am- and actual co~ as 0I tills da8 and conforms WIII 111. instrucbons In FAR 15~6(b) (2), Table 15-2. By submitting IIis proposal, 111. offeror. t selected
rw ~. grants 1118 cotlItacting olft- M In au1llorized ..presen- dle rIght 10 examin., any time before 8W8112, those books, rKonIS. documents and odler \yp8S ~ factual i~m18aon. r-o8f111ess ~ fIWm or whether sudl supporting Inlomlation IS specifitcaGy rel ced
M Included in tIIa proposal as the basis lor pncOlq. 111M IMn pemW In edequate ..aluabon ~ die ~ price
1 .NAM AND I ~) 1.. I M
Frank E. Rivera, Chairman Advanced Data Concepts, Inc.
I/~::~/ ..~==~' ~ 18 OATEOF SUBMISSION
~~'ht:~~ g /z:::e:r~...~ July 7 -1 9 9 5

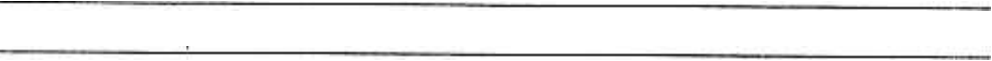
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Volume IV Cost Proposal- Page 5

STANDARDFORM1~11 (REV. 7/87)
Prescn~ by GSA
FAR (48 CFR) S3.215-2(c)



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All Information contained on thIs pap IS considered to IJ. ADC propnetary data (.53.301-141 I) ADC Proposal No 93..7092
1. SOUCIT A TIONICONTRACT/MODI'ICA TICN NO. FORM APPROVED
CONTRACT PRICING PROPOSAL COVER SHEET RFP No DE-RPO3-93SFI9686 OM8 N:OOO-OO13
~TE This form IS used in Conlf8Ct actions t submission It coa ~ PIIC8'9"" is rwqUIM (s. FAR 15804-6(b)) - 2 NAME AND AOORESS OF OFFEROR (I I ZIP CM6) 3A. ~eAN_D n_TIE OF OFFEROR'S POINT 138. TE:EPHONE NO:--
OF CONTACT
Steven Moses, General Manager (503) 233-1220



Advanced **Data** Concepts, Inc. 1500 NE Irving, Suite 310 Portland, Oregon 97232

5. TYPE OF CONTRACT (Ow*) 5. PROPOSED COST (A + J - C)
OFFP [KJCPFF OCPIF DcpAF "-
DFPI OTHER (Specify) \$1,642,346 84,437 7. PL..ACE(S) AND PERIOD(S) OF PERF MANCE
Oakland/Livermore CA Option Period 1 (Year 3) -October 1, 1997 -September 30, 1998

B. CHANGE ORDER		E
C. PRICE REVISION REDETERMINATION		F

IX IA. NEW CONTRACT

4. TYPE OF ~TRACT N;TK)N (~ek)

8. Ust and "erencethe identiftcati"lo ~uan~ and total price ~roposed for each conb'act line item. A line item cost bl'eakdown supporting this recap is required unless otherwise specined by the Contracting omcer (~e on reveue, and thm on piatm paper, l/necQS4/Y. Use same hlQdbtlL.)

Technical Services in Support of DOE/OAK Office Programs		\$1,684,437	
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A. UNE ITEM NO

8. IDENnP.:AnON

C. QUANTITY

O. TOTAL PRICE

E. PER

9 PROVIDE NAME, ADDRESS, AND TaePlok)NE NUMBER FOR THE FOILOWIOO (ff...u..k)
~ CONTRACT ADMINISTRA TK>N OFFICE AUDIT OFAce
_U.S. Department of Energy -DOE OakJand Operations Office Mr. Frank Rausch
Site Management Division (1-293) Bonneville Power Administration
Lawrence Livermore National Laboratory Chief Auditor -AK
P.O. Box 808, Livermore, CA 94551 P.O. Box 3621
Ann: Mr. David J. Tenca (510) 423-8050 Portland, Oregon 97208
10 WIL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE 11~ Y U R I N 11 INA~1 (WII) PERF~MANCE OF THIS WORK? (If "ru 'ldL.Jt1th) CONTRACT FINANCIOO TO

rn VANCE

IKJPROGRESS ' PERFORM THIS PROPOSED
TSPSCONTRACT? (If"Y8," compte. PAYMEN AYMENT Item 118)
0 OOYES 0 NO GUARANTEED LOANS
13, IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMAnNG AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31 COST PRINCIPLES? (11 .No, " up...)
rXlves 0 NO

00 YES 0 NO As defined in proposal
12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR
THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (11 ~. .I4ellah ~('J. ovr~(' 'J aNI COfiUGct ".J)
[g]YES 0 NO DE-:ACO3-88SF17290

14 COST ACCOUNTINC) STANDARC)S 8OARO (CAsa) DATA ".uc lAW 91..J7J AI ~ FAR PART JO)
A WU THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATOIjs? IB. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT
(1/ ~. ' ar- III ",-ll (CASB OS-lor 2)7 (1/:"., ~<Ifl111 ".,_I tItal 0.61« /0 - ""IfM~_1O be ~)
DYES !X1 NO [g]YES D NO
C HAVE YOU "BEEN NOTIFIED THAT you ARE OR MAY BE IN NON-COMPLI.6NCE D IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DIS- - WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTI- CLOSED
PRACTICES OR APPLICABIE COST ACCOUNTI~ STANDARDS?
STANDARDS? (1/ .Yn, ..qi8iA III ",-ll (If -r., ~/all11111 ",-ll
nves !X1 NO IYES IXJ NO

TllIs pn)posAl IS submitted in r..ponse to the RFP, contrKt modifc8ion, ~ 1ft item I and reftecla our best ..llma!.- and 8Ct/8I com ..of !/lis da. and conforms Wllh tile InstnICIIOns 1ft FAR 15804-6(b) (2), Table 15.2. By submitting ~is pn)poS8I, ~. dferor, l
selec:ted for ~, granb tll8 contracting oftl- or an authorized repre~~ ~. right 10 .xamln., at any lime before 8W8nI, !!IOS. bOOKS, recordS, documents and 011\., IYII- of factual information, rwgardl8ss of form or whether such supporllng informallon IS
5P8C1ftically raf.renced or included in dle p~1 as tile be... for pnclng, tll8t will permit an adequ8t8 evaluatOIll of dle PIOP'osed pnc.
1NAM 1M
Frank E. Rivera, Chainnan Advanced Data Concepts, Inc.
1, -:;:::~? IS. DATE OF SUBMISSION
G /J;:i-..y~..~ July 7, 1995


1540-01-142-5345

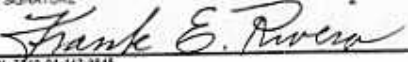
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Volume N Cost Proposal- Page 6

STANDARD FORM 1411 (REV. 7/87)
Prescnbe:l by GSA
FAR (48 CFR) 5321S-2(c)

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A. LINE ITEM NO.	B. IDENTIFICATION	C. QUANTITY	D. TOTAL PRICE	E. PER

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A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATION?		B. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT?	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
C. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NON-COMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARD? (If "Yes," explain in proposed)		D. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If "Yes," explain in proposed)	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
This proposal is submitted in response to the RFP, contract, modification, etc. in Item 1 and reflects our best estimate and actual costs as of this date and conforms with the instructions in FAR 15.804-6(d) (2), Table 15-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer or an authorized representative the right to examine, at any time before award, those books, records, documents and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.			
15. NAME AND TITLE (Type):		16. NAME OF FIRM	
17. SIGNATURE 		18. DATE OF SUBMISSION	
NSN 7440-01-142-3845		1415-102 STANDARD FORM 1411 (REV. 7/87) Prescribed by GSA FAR (48 CFR) 53.215-2(c)	

If °No.. up/8/A ill",~

[REDACTED]

Frank E. Rivera, Chairman

51,617,468

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Volume IV Cost Proposal- Page 7

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Advanced Data Concepts, Inc.

July7,1995

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A// Info""allOn contained on this pap IS con.flndercd to bc AD(" propnctary data (53,301-/411) ADC Proposal No 93-7092
CONTRACT PRICING PROPOSAL COVER SHEET .I.SOU CITAnONiCONTRACTIMODIFICATIONNO. ~-:PROVID
RFP No DE-RPO3-93SF19686 9000..0013
~ rhia fonn ..used In contract 8dI- t SubmISSIO n of cost rY pnQ'G c28 ..r8q1-'18d (s.. FAR 15104-6(b»

E.PeR

IIxlvES 0 NO

00 YES 0 NO DE-ACO3-88SF17290

14. COST ACCOUNTING STANDARDS BOARD (CASS) DATA (Public Law 91-379 as amended and FAR PART 30)

A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASS REGULATION?
(If "No," explain in proposal)

B. HAVE YOU SUBMITTED A CASS DISCLOSURE STATEMENT?
(CASS 20-1 or 3)? (If "Yes," specify in proposal the office to which submitted and if determined to be adequate)

:=JYES X NO 1""- YE3 NO
HA Y U I A MAY B IN D. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DIS- WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNT1- CLOSED PRAC-ES OR APP-A8LE COST ACCOUNTING STANDARDS? ST ANOARDS? (Ij Ta. .cq/8III11 ".,-'JdV' T~..-g- III p",,~)
:=J YES [g] NO YES ~ NO
This ~posallS submltt8d in response to ttle RFP, contract, modifl-. .Ir., in Item 1 and reftedS our best estimates and ad""-' costs as of tills Gate and confonns with 111. InstNCHIOM WI FAR 15804-6(b) (2). Table 15.2. By submitting thIS ~pO\$8I. 111. I:fferor. I satected tor ~oliabon, grants 1118 contracting offlc« or an au~rized re~talNe UI. rlg/lt to .xamln., at any tim. before 8Wara, those bexlks. ~s. documents and other tYP.. of facbal infonnallOn. r.;8Idless of form or whetII8r sudl supporting Information. \$j)8QftcaMy rete_cad ~ Included WI 111. pr1)!<)S8I as the be- for pFICing. t!lat Will permit an adequ8t8 evatuation of 111. proposed prICe.
Frank E. Rivera, Chainnan I Advanced Data Concepts. Inc.

11. SIGNATURE

112. DATE OF SUBMISSION

113. 7540-011-142-9145

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Volume IV Cost Proposal -Page 8

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STANDARD FORM1411 (REV. 7/87)
Prescnbed by GSA
FAR (48 CFR) 53215-2(c)

July?, 1995

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.1.2 EXInBIT A-2 -Cost Element Detail, Summary aIIS Years

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Advanced Data Concepts, Inc.
Proposal to
Department of Energy, Oakland Operations Office
RFP No. DE-RPO3-93SF19686



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EXHIBIT A-2
Cost Element Detail Summary all Years

Est. Rate/ Total Refer- Hours Hour Est. Cost once

Direct Labor
Year One Base Period
Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5)
Subtotal

22,900 24,160 22,160 20,160 20,160
109,540

23.50 24.15
24.51
24.03 24.51

538,095 583,411 543,094 484,527 494,221

Indirect Costs Rate Base Cost (\$)
Fringe
Year One Base Period
Year Two Base Period
Option Period 1 (Year 3)
Option Period 2 (Year 4)
Option Period 3 (Year 5)
Subtotal

32.4% 32.4% 32.4% 32.4% 32.4%

538,095 583,411 543,094 484,527 494,221

174,343 189,025 175,962 156,987
160,128

Overhead
Year One Base Period
Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5)
Subtotal

8.2% 8.2% 8.2% 8.2% 8.2%

712,438 772,436 719,056 641,514 654,349

58,420 63,340 58,963 52,604
53,657

G&A
Year One Base Period
Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5)
Subtotal

8.2% 8.2% 8.2% 8.2% 8.2%

770,858 835,776 778,019 694,118 708,006

63,210 68,534 63,798 56,918 58,056

2,643.348

856,445

286,984

310,516

Subtotal Direct and Indirect Cost

4,097,293

A-3.1 A-3.2 A-3.3
A-3.4 A-3.5

A-3.1 A-3.2 A-3.3
A-3.4
A-3.5

A-3.1
A-3.2
A-3.3 A-3.4 A-3.5

A-3.1 A-3.2
A-3.3 A-3.4 A-3.5

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 10

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Advanced Data Concepts, Inc.

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EXHIBIT A-2
Cost Element Detail Summary all 5 Years

Est. Hours	Rate/ Hour	Est. Cost (\$)	Total Est. Cost	Refer- ence
---------------	---------------	-------------------	--------------------	----------------

Previous Page Subtotal

4,097,293

Other Direct Costs (Note 1)
Travel
Year One Base Period
Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5)
Subtotal

75,000 75,000 75,000 75,000 75,000

375,000

per per per per
per

RFP RFP RFP RFP RFP

Consultant
Year One Base Period Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5)
Subtotal

0 0 0 0 0

0.00 0.00 0.00 0.00 0.00

0 0 0 0 0

0

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Subcontractors	PAI	Year One	Base Period	Year Two	Base Period	Option Period 1 (Year 3)	Option Period 2 (Year 4)	Option Period 3 (Year 5)
Subtotal								
13,540	37.48	507,508	14,340	38.63	553,907	14,180	38.93	551,959
14,500	39.61	574,306	14,340	39.91	572,276			
70,900 38.93								

2,759,956

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H.1
H.1
H.1 H.1

BOM	Year One	Base Period	Year Two	Base Period	Option Period 1 (Year 3)	Option Period 2 (Year 4)	Option Period 3 (Year 5)
Subtotal							
4,000	41.21	164,826	4,000	42.25	168,998	4,000	43.39
173;570	4,000	44.89	179,574	4,000	46.49	185,944	
20,000 43.65							

872,912

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Total Estimated Cost

8,105,161

July 7 I 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 11

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Advanced Data Concepts, Inc.  
Proposal to  
Department of Energy, Oakland Operations Office  
RFP ~Jo. DE-RPO3-93SF19686

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EXHIBIT A-2  
Cost Element Detail  
Summary allS Years

Total Estimated Cost (prior page)

Total Refer-  
Est. Cost ence

8,105,161

FEE (Note 2)  
Year One Base Period Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5)  
Subtotal

| I I I Est. I                                                                                        |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| I B ~ ~ ~ --- I Rate I Cost (\$) I                                                                  |  |  |  |  |  |  |  |  |  |  |  |
| 834,068 5.0% 41,703 904,310 5.0% 45,216 841,817 5.0% 42,091 751,036 5.0% 37,552 766,062 5.0% 38,303 |  |  |  |  |  |  |  |  |  |  |  |
| I .4,097,293 204,865                                                                                |  |  |  |  |  |  |  |  |  |  |  |

Total Estimated Cost and FEE

8,310,026

Note 1: ADC does not burden Other Direlet Cost~; or Subcontractors with indirect cost.

Note 2: FEE is applied only to ADC's fully burdened labor costs. ADC does not propose FEE on Other Direct Costs or Subcontractors.

A-3.1  
A-3.2  
A-3.3 A-3.4 A-3.5

July 7,1995

ADC PROPRIETARY DATA

Volume N Cost Proposal- Page 12

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1.1.3 EXHIBIT A-3 -Cost Element Detail for each Year

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Volume IV Cost Proposal- Page 13

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EXHIBIT A-3.1  
Cost Element Detail Year One Base Period

Direct Labor

Indirect Costs  
Fringe Overhead G&A

Advanced Data Concepts, Inc.  
Proposal to  
Department of Energy I Oakland Operations Office  
RFP No. DE-RPO3-93SF19686

|  |  |  |  |                |
|--|--|--|--|----------------|
|  |  |  |  | Refer-<br>ence |
|--|--|--|--|----------------|

Est. Rate! Est Total H~~~ - Hou!- --CO!! (\$) Est Cost  
22,900 23.50 538,095 538,095

B.1

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Indirect Est  
Rate Base Cost (\$) 32.4% 538,095 174,343  
8.2% 712,438 58,420 8.2% 770,858 63,210

Co1  
Co2  
C.3

Other Direct Costs (Note 1)  
Travel  
Consultant

Total Indirect Costs Subtotal

I Est. I Rate! I Est I  
I Hours I Hour I Cost (\$) I  
75,000 0

295,973 834,068

Subtotal

75,000

Subcon PA1 80M

~LWF0003

tractors

Subtotal

13,540 4,000

37.48 41.21

507,508 164,826

672,334

Total Estimated Cost

1,581,402

FEE (Note 2)

I FEE I FEE' I Base I Rate I  
\_\_\_834,068 5.0%

41,703'

Total Estimated Cost and FEE

1,623.105

Note 1: ADC does not burden Other Direct Costs or Subcontractors with indirect cost.

Note 2: FEE is applied only to ADC's fully burdened labor costs. ADC does not propose FEE on Other Direct C:osts or Subcontractors.

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July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 14

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EXHIBIT A-3.2  
Cost Element Detail  
Year Two Base Period

Direct Labor

Advanced Data Concepts, Inc.  
Proposal to  
Department of Energy, Oakland Operations Office  
RFP No. DE-RPO3-93SF19686

| Est.<br>Hours | Rate/<br>Hour | Est.<br>Cost (\$) | Total<br>Est. Cost | Refer-<br>ence |
|---------------|---------------|-------------------|--------------------|----------------|
| 24,160        | 24.15         | 583,411           | 583,411            | B.2            |

Indirect Costs Fringe Overhead G&A

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|                                                               |  |
|---------------------------------------------------------------|--|
| Indirect Est.                                                 |  |
| Rate/Est. Cost (\$)                                           |  |
| 32.4% 583,411 189,025 8.2% 772,436 63,340 8.2% 835,776 68,534 |  |

Other Direct Costs (Note 1) Travel  
Consultant

Total Indirect Costs Subtotal

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|                      |          |
|----------------------|----------|
| Est. Rate/ Est       |          |
| Hours Hour Cost (\$) |          |
|                      | 75,000 0 |

320,899 904,310

Subtotal

75,000

Subcontractors PAI  
80M

14,340  
4,000

38.63  
42.25

553,907 168,998

Sub-total

722,905

Total Estimated Cost

FEE (Note 2)

I FEE I FEE I  
I Base I Rate I  
\_\_\_ 904,310 5.0%

1,702,215

45,216

Total Estimated Cost and FEE

1,747.431

Note 1: ADC does not burden Other Direct (~osts or Subcontractors with indirect cost.

Note 2: FEE is applied only to ADC's fully burdened labor costs. ADC does not propose FEE on Other Direct Costs or Subcontractors.

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per RFP  
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July 7, 1995

ADC PROPRIETARY DATA

Volume N Cost Proposal -Page 15

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Advanced Data Concepts. Inc.  
Proposal to  
Depar1ment of Energy, Oakland Operations Office  
RFP No. DE-RPO3-93SF19686

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EXHIBIT A-3.3



Direct Labor

Est. Ratel Total Refer-  
Hours .Hour Est. Cost ence  
22,160 24.51 I 543,094 8.3

Indirect Costs  
Fringe  
Overhead G&A

Other Direct Costs (Note 1) Travel  
Consultant

|                           |         |          |         |
|---------------------------|---------|----------|---------|
| Total Indirect Costs      | 298.723 | Subtotal | 841,837 |
| I Est I Rate!             | I Est I |          |         |
| I Hours I Hour I Cost(\$~ | ~ ~ I   |          |         |
|                           | 75,000  |          |         |
|                           | 0       |          |         |

|                        |         |         |                     |
|------------------------|---------|---------|---------------------|
| I Indirect I I Est I   |         |         |                     |
| IRate I Base I Co~tt\$ | I _ 1   |         |                     |
| 32.4%                  | 543.094 | 175.962 | 8.2% 719.056 58.963 |
| 8.2%                   | 778.019 | 63,798  |                     |

Subtotal

75,000

Subcontractors PAI  
80M

Subtotal

14,180 4,000

38.93 43.39

551,959  
173,570

725,529

Total Estimated Cost

FEE (Note 2)

|                                |      |
|--------------------------------|------|
| I FEE I FEE -I I Base I Rate 1 |      |
| 841.817                        | 5.0% |

1,642.346

42,091

Total Estimated Cost and FEE

1,684,43Z-

Note 1: ADC does not burden Other Direct Costs or Subcontractors with indirect cost.

Note 2: FEE is applied only to ADC's fully burdened labor costs. ADC does not propose FEE on Other Direct Costs or Subcontractors.

C.1 C.2 C.3

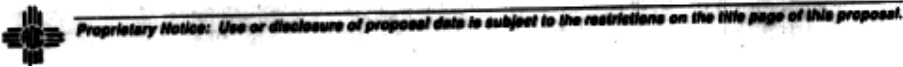
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July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 16



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EXHIBIT A-3.4  
Cost Element Detail Option Period 2 (Year 4)

Direct Labor

Indirect Costs Fringe Overhead G&A

Advanced Data Concepts, Inc.  
Proposal to  
Department of Energy I Oakland Operations Office  
RFP No. DE-RPO3-93SF19686

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Est. Rate! I Est. Total Refer-  
---Hg~r~,... Hou!. --Co~~ (.\$~~ ESlg~~\ ence-  
\_\_\_\_20,160 24.03 484,527 484,527 8.4

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Indirect Est.  
Rate Base Cost (\$) 32.4% 484,527 156,987  
8.2% 641,514 52,604 8.2% 694,118 56,918

C.1  
C.2  
C.3

Other Direct Costs (Note 1) Travel  
Consultant

Total Indirect Costs Subtotal

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Est. I Rate Est.  
Hours' Hour Cost (\$) 75,000 0

266.509 751,036

Subtotal

75,000

Subcontractors PAI  
80M

14,500  
4,000

39.61 44.89

574,306  
179,574

Subtotal

753,880

Total Estimated Cost

FEE (Note 2)

I FEE I FEE 1

~LWF0003

I Base I Rate I

751,036 5.0%

1,579,916

37,552

Total Estimated Cost and FEE

1,617,468

Note 1: ADC does not burden Other Direct Costs or Subcontractors with indirect cost.

Note 2: FEE is applied only to ADC's fully burdened labor costs. ADC does not propose FEE on Other Direct ~:osts or Subcontractors.

per RFP

H.1

H.1 H.1

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 17

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Advanced Data Concepts, Inc.

Proposal to

Department of Energy, Oakland Operations Office

RFP No. DE-RPO3-93SF19686

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EXHIBITA-3.5

Cost Element Detail Option Period 3 (Year 5)

Direct Labor

Indirect Costs Fringe Overhead G&A

Est. Rate! Total Refer- Hours Hour Est. Cost ence

20,160 24.51 , 494,221 8.5

I Indirect I I Est. I I Rate I Base I Cost (\$) ~ I

32.4% 494,221 160,128 8.2% 654,349 53,657 8.2% 708,000 58,056

C.1 C.2 C.3

Other Direct Costs (Note 1) Travel  
Consultant

Total Indirect Costs Subtotal

| <u>I Est. I Rate I Est.-I I Hours I Hour I Cost (\$) I</u> |
|------------------------------------------------------------|
| <u>75,000 0</u>                                            |

271,841 766,062

Subtotal

75,000

Subcontractors PAI  
80M

Subtotal

14,340  
4,000

39.91  
46.49

572,276  
185,944

758,220

Total Estimated Cost

FEE (Note 2)

| <u>I FEE I FEE I</u>     |
|--------------------------|
| <u>I Base I Rate I j</u> |
| <u>766,062 5.0%</u>      |

1,599,282

38,303

Total Estimated Cost and FEE

1.637.585

Note 1: ADC does not burden Other Direct Costs or Subcontractors with indirect cost.

Note 2: FEE is applied only to ADC's fully burdened labor costs. ADC does not propose FEE on Other Direct Costs or Subcontractors.

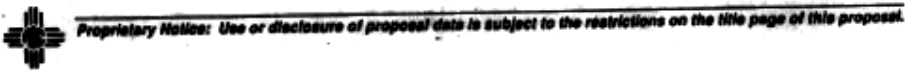
per RFP  
H.1

H.1  
H.1

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 18



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1.1.4 EXHIBIT A-4 -Contract Facilities Capital and Cost of Money

ADC does not propose Contract Facilities Captital and Cost of Money.

PAI (Subcontractor) does not propose Contract Facilities Capital and Cost of Money.

BDM Federalnl (Subcontractor) is proposing Contract Facilities Capital and Cost of Money in accordance with its CAS Disclosed Policies.

Volume N Cost Proposal -Page 19

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EXIfiBIT B

-Summary of Labor Hours, Rates, and Cost

Volume N Cost Proposal -Page 20

III  
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RFP No. DE-RPO3-93SF19686

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EXHIBIT B.1
Summary of labor Hours, Rates, and Cost Year One Base Period

BASE ESCALATION BID (EXHIBIT F)
DIRECT LABOR CATEGORY RATE X RATE .RATE X HOURS. COST
~2.69~2,000 65,380 I 23.51 3,000 I 70:530 I I 30.00 I 2,000 I I -60,000 !

15.00

21.63

16.00

18.00

18.00

32.70

26.92

15.00

21.63

16.00

18.00

18.00

32.70 26.92

2.000

1.500

3,400

1.000

1,000

~,_000

1.000

30.000

32,445

54.400

18,000

18.000

65.400

26.920

i ~~~j~~~ M~~~~~/BusineSs Manager ~
Pr I
Ph C&A/NMM
En 'neer
G
N
W AutoITech Asst
S
C t
~orelgn IS an ssignments (FVA)/Foreign Travel Clerk/
Safeguards and Se.curity Training
Clerk/Security Assistants '
Classified Document Control
Center Task Manager
Administrative AssistantsIT echn
Support/Management Analyst I iLegal Research Assistant/Law I
_Ubrarv Administrator

~ 2.69 23.51

I 30.00

;)atent Paralegal/
Patent Administrator
Physical Scientist/Classification
,_Sp~~ial~s! IClassified Computer Security
, Soocialists

i 23.511
25.00i

23.511 25.001

I
i 2,000
2:000 I

47,020
50.000 I

TOTAL LABOR HOURS AND COST 23.50 22,900 See EXHIBIT F for Reconciliation of EXHIBIT B Total Hours between the Prime and Subcontractors.

538,095

July 7, 1995

ADC PROPRIETARY DATA

Volume N Cost Proposal- Page 21

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RFP No. DE-RPO3-93SF19686

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EXHIBIT B2  
Summary of Labor Hours, Rates, and Cost Year Two Base Period

| DIRECT LABOR CATEGORY                                                                                                          | BASE<br>RATE | X<br>ESCALATION<br>RATE | =<br>BID<br>RATE | X<br>(EXHIBIT F)<br>HOURS | =<br>COST |
|--------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------|------------------|---------------------------|-----------|
| Project Manager/Business Manager                                                                                               | 32.69        | 2.0%                    | 33.34            | 2,000                     | 66,680    |
| Program Analyst                                                                                                                | 23.51        | 2.0%                    | 23.98            | 3,000                     | 71,940    |
| Physical Scientist/MC&A/MMM                                                                                                    | 30.00        | 2.0%                    | 30.60            | 2,000                     | 61,200    |
| Environmental Engineer                                                                                                         |              |                         |                  |                           |           |
| General Engineer                                                                                                               |              |                         |                  |                           |           |
| Nuclear Engineer                                                                                                               |              |                         |                  |                           |           |
| Word Process/Ofc Auto/Tech Asst                                                                                                |              |                         |                  |                           |           |
| Security Specialists                                                                                                           | 23.51        | 2.0%                    | 23.98            | 2,000                     | 47,960    |
| Computer Specialist                                                                                                            | 25.00        | 2.0%                    | 25.50            | 2,000                     | 51,000    |
| Foreign Visits and Assignments<br>(FVA)/Foreign Travel Clerk/<br>Safeguards and Security Training<br>Clerk/Security Assistants | 15.00        | 2.0%                    | 15.30            | 2,000                     | 30,600    |
| Classified Document Control<br>Center Task Manager                                                                             | 21.63        | 2.0%                    | 22.06            | 2,000                     | 44,120    |
| Administrative Assistants/Techn<br>Support/Management Analyst                                                                  | 16.00        | 2.0%                    | 16.32            | 3,160                     | 51,571    |
| Legal Research Assistant/Law<br>Library Administrator                                                                          | 18.00        | 2.0%                    | 18.36            | 1,000                     | 18,360    |
| Patent Paralegal/<br>Patent Administrator                                                                                      | 18.00        | 2.0%                    | 18.36            | 1,000                     | 18,360    |
| Physical Scientist/Classification<br>Specialist                                                                                | 32.70        | 2.0%                    | 33.35            | 2,000                     | 66,700    |
| Classified Computer Security<br>Specialists                                                                                    | 26.92        | 2.0%                    | 27.46            | 2,000                     | 54,920    |

TOTAL LABOR HOURS AND COST 24.15 24,160 583,411 See EXHIBIT F for Reconciliation of EXHIBIT B Total Hours between the Prime and Subcontractors.

July 7,1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 22

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Proposal to  
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RFP No. DE-RPO3-93SF19686

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EXHIBIT B.3  
Summary of labor Hours, Rates, and Cost Option Period 1 (Year 3)

| DIRECT LABOR CATEGORY | BASE<br>RATE | X | ESCALATION<br>RATE | = | BID<br>RATE | X | (EXHIBIT F)<br>HOURS | = | COST |
|-----------------------|--------------|---|--------------------|---|-------------|---|----------------------|---|------|
|-----------------------|--------------|---|--------------------|---|-------------|---|----------------------|---|------|

IProiect Manaaer/Business ManaQer ! 33.341

23.98

15.30

22.06

16.32

18.36

18.36

33.35

27.46

~8,920

2.0%

15.61

2,000

31.220

2.0%

22.50

2,000

45.000

16.65

3.160

52,614

2.0%

18.73

18.730

2.0%

18.73

18.730

2.0%

34.02

2.000

2.0%:

28.011

2,000

i~~~~~:S!,,,~O AI~I I  
i-h~cal Scientist/MC&A/NMM I: Environmental EnQineer

:General Enaineer

eer  
Oft Auto/T ech Asst  
ialists

ICom.put~~ ~pecia!~t  
~"oreign Visits and Assignments .  
~(FVA)/Foreign Travel Clerk!  
Safeguards and Security Training i  
-~Ie,~k/~~curity A~i~tan~, .i  
Classified Document Control I Center Task ManaQer

Administrative Assistants/T echn SupportlManaQement AnalYst

Legal Research Assistant/law Ubrarv Administrator

: Patent p.aralegaU  
I Patent Administrator  
: Physical Scientist/Classification I Specialist  
Classified Computer Security Soecialists

23.981

--- 2.0% I  
2.0%1  
--

2.0%1

I 34.011  
I 24.461  
\_\_\_ 31.21 i

2.0%1

I 2,0001  
I 3:0001

24.46i

! 68.-01  
73.380 I

2.000i

2.0%

1,000

1000

~8,O~O

56,020

TOTAL LABOR HOURS AND COST

~

22.160

543,094

See EXHIBIT F for Reconciliation of e:XHIBIT B Total Hours between the Prime and Subcontractors.

July 7,1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 23

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RFP No. DE-RPO3-93SF19686

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EXHIBIT B.4  
Summary of labor Hours, Rates, and Cost Option Period 2 (Year 4)

| DIRECT LABOR CATEGORY | BASE<br>RATE | X | ESCALATION<br>RATE | = | BID<br>RATE | (EXHIBIT F)<br>X HOURS | = | COST |
|-----------------------|--------------|---|--------------------|---|-------------|------------------------|---|------|
|-----------------------|--------------|---|--------------------|---|-------------|------------------------|---|------|

49,900

IAdministrative Assistants/Techn  
I,  
I~~Ip~~~~~a~~~~~st I  
Legal Research Assistant/Law I  
Library Administrator I

Patent Paralegal  
Patent Administrator  
Physical Scientist/Classification  
Specialist

Classified Computer Security Specialists

15'.61

22.501

16.65

18.73

18.73

28.01

2.0%

2.0%

2.0%

2.0%

2.0%

2.0%

15.92

22.95

2.000

2.000

3.160

1.000

1.000

2.0001

31.840

45.900

53,657

19.1 00

19,100

57.140

IProject Mana aer/8usiness ManaQer

MC&A/NMM  
gineer

IGeneral Enaineer

I.~C/~ ~ngine~  
IWord Process/Ofc Auto/Tech Asst

ISecuritv SDecialists

I-omputer Specialist  
C'oreign VISits and Assignments (FVA)/Foreign Travel Clerk! Safeguards and Security Training  
Clerk/Security Assistants .  
Classified Document Control  
Center Task ManaQer

34.01-1

==~==~====::~~;g~!j' 0 %  
2.0% 2.0%

24.461

i--' 34,69.1

2.0%1

2.0001

24.951

69.3801

2.0001

16.98!

19.10 !

19.10 I

28.571

TOTAL LABOR HOURS AND COST

24.03 20,160 -484,527

See EXHIBIT-F for Reconciliation of EXHIBIT B Total Hours between the Prime and Subcontractors.

July 7,1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 24

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Department of Energy, Oakland Operations Office  
RFP No. DE-RPO3-93SF19686



EXHIBIT B.5  
Summary of labor Hours, Rates, and Cost Option Period 3 (Year 5)

| DIRECT LABOR CATEGORY | BASE<br>RATE | X | ESCALATION<br>RATE | = | BID<br>RATE | X | (EXHIBIT F)<br>HOURS | = | COST |
|-----------------------|--------------|---|--------------------|---|-------------|---|----------------------|---|------|
|-----------------------|--------------|---|--------------------|---|-------------|---|----------------------|---|------|

50.900

Classified Document Control  
Center Task Manaer

Administrative Assistants/T echn Support/Management Analvst

Legal Research Assistant/Law Librarv Administrator

Patent ParalegaV  
Patent Administrator I  
Physical Scientist/Classification  
\_ Specialist

Classified Computer Security Specialists

15.92

22.95

16.98

19.10

28.57

2.0%

2.0%

2.0%

2.0%

2.0%

16.24

29.14

2..000

2.000

3,160

1.000

1.000



32,48Q

46,820

54.731 !

58.280

I Project ManaQer/Business Manaaer

Pr  
Ph C&A/NMM  
En ineer  
G  
Nuclear En ineer  
Word Process/Ofc Auto/Tech Asst.

I~ecu~ Sp ecial!s~ ~~~ i  
I~om.put~~ ~pecialist  
Coreign Visits and Assignments (FVA)/Foreign Travel Clerk!  
Safeguards and Security Training Clerk/SecuritY Assistants

34.691

~::~~==:::~::~~!!j 2 .0%  
2.0% 2.0%

24.951

|       |       |        |
|-------|-------|--------|
| 35.38 | 2,000 | 70,760 |
| 25.45 | 3,000 | 76,350 |
|       | 2,000 | 64,940 |

2.0%1

25.451

19.10 i

2.0001

2~..1\_1

17.32

19.481

2.0%i

19.48

2.000 !

19.480

19,480 I

TOTAL LABOR HOURS AND COST

24.51

20,160

494.221

See EXHIBIT F for Reconciliation of EXHIBIT B Totall-iours between the Prime and Subcontractors.

July 7. 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 25

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EXHIBIT C -Summary of Indirect Expense Bases and Pdols

Volume N Cost Proposal- Page 26

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Proposal to
Department of Energy I Oakland Operations Office
RFP No. DE-RPO3-93SF19686

EXHIBIT C.1

Year One Base Period Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5)
Total

| Direct Fringe Labor and Labor Cost Fringe | | | | | | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| (EX~~~I! ~~) _32,~% Cas! | | | | | | | | | | | | |
| 538,095 | 174,343 | 712,438 | 583,411 | 189,025 | 772,436 | 543,094 | 175,962 | 719,056 | 484,527 | 156,987 | 641,514 | 494,221 |
| 160,128 | 654,349 | | | | | | | | | | | |
| <u>2.643.348 856.~5 3.499.793</u> | | | | | | | | | | | | |

FRINGE RATE

TOTAL FRINGE LABOR BASE
FRINGE RATE

974,755
3,012,1324
32.4%

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 27

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Department of Energy I Oakland Operations Office
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EXHIBIT C.2

[illegible]

Labor and Overhead Labor, Fringe Cost Cost Fringe and

(EXHIBIT C-1) 8.2% O/H Co-!

712,438 58,420 770,858 772,436 63,340 835,776 719,056 58,963 778,019 641,514 52,604 694,118 654,349 53,657 708,006

:

3.499.793 ?~§.984 3.786.777

OVERHEAD RATE

Salaries/Wages 9,823 Fringe 3,183 General Supplies 1,200 Phone 3,000 RenULease 30,000 Employee Welfare 573 Security System 667 Depreciation 4,922

Note: See EXHIBIT G "Cost and Pricing Data" for narrative regarding indirect costs.

Total Overhead
O/H Base
Percent

53,368 650,313 8.2%

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 28

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Department of Energy, Oakland Operations Office
RFP No. DE-RPO3-93SF19686

EXHIBIT C.3

Year One Base Period Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5) Total

| Labor, Labor, Fringe and G&A Fringe, O/H Cost Cost O/H and | | | | | | | | | | |
|--|-----------|---------|-----------|---------|---------|---------|---------|--------|---------|---------|
| (EXHI~~r ~.:~) - _8. 2% G&A Cos! | | | | | | | | | | |
| ___ | 770,858 | 63,210 | 834,068 | 835,776 | 68,534 | 904,310 | 778,019 | 63,798 | 841,817 | 694,118 |
| | 56,918 | 751,036 | 708,006 | 58,056 | 766,062 | | | | | |
| ___ | 3,786,777 | 310,516 | 4,097,293 | | | | | | | |

G&A RATE

Administrative Salaries Fringe
Office Supplies Computer Supplies Telephone
Express Mail
Legal And Accounting Insurance
Office Lease
Taxes & Licenses Training And Education Travel Expenses Employee Welfare Equipment Maintenance Depreciation Consultants
Mgmt Meetings
Bid & Proposal Total

189,720 61.469 3,996 2,004 3,000 1,OC)0 10,000 3,000 12,000 3,000 2,000 10,000 2,000 1,000 10,000 1,000 500
0

Note: See EXHIBIT G "Cost and Pricing Data" for narrative regarding indirect costs.

TOTAL G&A COST W/B&P BASE
G & A RATE

315,689 3,855,197
8.2%

July 7, 1995

ADC PROPRIETARY DATA

Volume N Cost Proposal -Page 29

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EXHIBIT D -Labor Rates of Proposed Individuals

Volume IV Cost Proposal -Page 30

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Proposal to
Department of Energy, Oakland Operations Office
RFP No. DE-RPO3-93SF19686

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EXHIBIT D
LABOR RATES OF PROPOSED INDIVIDUALS

Current Hourly
Rate

Actual
as of

32.691071/95 I
23.51 10/1/95 30.00 10/1/95

| | |
|-------|---------|
| 23.51 | 10/1/95 |
| 25.00 | 10/1/95 |

15.00110/1/95

IC--rassified Document Control
Center Task Manager

~LWF0003

Del Gaudio. N.

21.63110/1/95

16.0011Q~1/95

18.00110/1/95

Patent Paralegal! Patent Administrator

18.00110/1/95

Stuart, J.

32.70110/1/95

2~_9~-~' 1 0/1/95

Avg.
Rate

Yes

New
Hire

~

Yes Yes Yes

Yes Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

DIRECT LABOR CATEGORY

I Prolect ManaQe-r78usiness ManaQer

IProQram Analyst

~LWF0003
IPhysical ScientistIMC&AJNMM

I EnVIronmental Enaineer

IGeneral Enaineer

"neer I
s/Ofc Auto/Tech Asst

iSecurity Sccialists

I~om~ut;~, ~~ecial!~t. .~
_ Foreign Visits and Assignments (FVA)/Foreign Travel Clerk! Safeguards and' Security Training Clerk/Security Assistants

KEY Individual's Last Name and First Initial Only

Administrative AssistantsT echn
i SupportIManagement Analyst ILegal Research Assistant/Law
I Library Administrator

†

Magliano. V.

**Physical Scientist/Classification
Specialist**

IClassified Computer ~ecurity ! Soecialists

NOTE: These are the labor rates for the beginning of the base period. The Current Hourly Rate is the direct labor rate that ADC anticipates at the start of the contract on 10/1/95 for new hires. Please see EXB.B for Labor rates in years 2-5. Please see EXB. F for a reconciliation of the allocation of labor hours between ADC and our subcontractors.

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 31

III :\$::~C::\$: *Proprietary Notice: Use or disclosure of proposal data is subject to the restrictions on the title page of this proposal.*
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EXmBIT E -Inventory of Personnel

Volume N Cost Proposal- Page 32

III

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Proposal to  
Department of Energy, Oakland Operations Office  
RFP No. DE-RPO3-93SF19686

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EXHIBIT E  
INVENTORY OF PERSONNEL

Total No. of  
Personnel Reauired

1.0  
il

i !,~ I  
\_\_\_\_\_g,~ I  
\_\_\_\_\_ 2.5 I

0.5  
3-:0

1.0 2.0

Classified Document Control  
Center Task Manager  
Administrative Assistants/Techn Support'Management Analyst

Legal Research Assistant/Law Ubrary Administrator

~atent Paralegal/ Patent Administrator

1.0

0.8

1.7

0.5

0.5

1.0



1.5

Indirect Labor Category

Industrial Manager/Industrial Business Manager

Program Analyst  
Physical Scientist/MC&A/NMM

Environmental Engineer

General Engineer

Nuclear Engineer

Word Process/Office Auto/Tech Asst

Security Specialists

Computer Specialist  
Foreign Visits and Assignments  
(FVA)/Foreign Travel Clerk/  
Safeguards and Security Training Clerk/Security Assistants

Physical Scientist/Classification Specialist

Classified Computer Security Specialists

| No. Available<br>Within Company |
|---------------------------------|
| 3.0                             |
| 5.0                             |
|                                 |
| 1.0                             |
| 5.0                             |
| 10.0                            |
| 5.0                             |
|                                 |
| 5.0                             |
| 4.0                             |
| 9.0                             |
| 3.0                             |
|                                 |
| 5.0                             |
| 4.0                             |

| No. of<br>New Hires | No. Available from<br>Subcontractors<br>and/or Consultants |
|---------------------|------------------------------------------------------------|
| 1.0                 |                                                            |
| 1.5                 |                                                            |
| 1.0                 |                                                            |
|                     | 0.7                                                        |
|                     | 2.5                                                        |
|                     | 0.5                                                        |
|                     | 3.0                                                        |
| 1.0                 |                                                            |
| 1.0                 | 1.0                                                        |
|                     |                                                            |
| 1.0                 |                                                            |
| 0.8                 |                                                            |
| 1.7                 |                                                            |
| 0.5                 |                                                            |
| 0.5                 |                                                            |
| 1.0                 |                                                            |
| 0.5                 | 1.0                                                        |

!Total FTEs (based on 2000 hrs/vr) II 20.2 101 65.0 JOI 11.5 101 8.7 1

July 7,1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 33

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EXlnBITF

-Reconciliation of EXHIBIT B Hours

Volume IV Cost Proposal -Page 34

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EXHIBIT F  
RECONCILIATION OF EXHIBIT B HOURS ESTIMATED HOURS PER THE RFP

| DIRECT LABOR CATEGORY | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
|-----------------------|--------|--------|--------|--------|--------|
|-----------------------|--------|--------|--------|--------|--------|

~ ~ ~ ~  
4,980

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~ ~  
4,000

Foreign Visits and Assignments. (FVA)/Foreign Travel Clerk/ Safeguards and Security Training Clerk/Security Assistants

2,000

Classified Document Control Center Task Manaaer

1,500

Administrative Assistants/T echn  
Support'Management Analyst  
I Legal Research Assistant'Law  
I Library Administrator

3,400

1,000

Patent Paralegal! Patent Administrator

Physical Scientist/Classification Specialist

1,000

2,000

Classified Computer Security Sccialists

3"000

~ ~ ~  
1,800

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4,000  
  
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2,000

2,000

3,160

IProiect Manaqer/Business Manaqer

I ProQram Analvst

IPhysical ScientisUMC&A/NMM

IEnvironmental Enoineer

General En ineer Nuclear Engineer

I Word Process/Ofc Auto/Tech Asst

!Securitv Specialists

IComcuter Scecialist

11,000

1000

0

4.000

TOTAL LABOR HOURS

RFP TOTAL LABOR HOURS FTEs Based on 2,000 Hrs.

40,440 42,500 40,340 38.660 38.500  
40,440 42,500 40,340 38,660 38,500 20.22 21.25 20.17 19.33' 19.25

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 35

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Advanced Data Concepts, Inc.
Proposal to
Department of Energy, Oakland Operations Office
RFP No. DE-RPO3-93SF19686

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EXHIBIT F.1
RECONCILIATION OF EXHIBIT B HOURS
EXH. B PRIME SUBK SUBK DIRECT LABOR CATEGORY YEAR 1 ADC PAI BDM

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2.000

2.000

Pr st
Ph isUMC&AJNMM Envlronmen a Engineer

IGeneral Enaineer

INuclear Engineer- 'Word Process/Ofc Auto/Tech Asst

I Security Specialists

IComputer Specialist
_co oreign Visits and Assignments
(FVA)/Foreign Travel Clerk/ Safeguards and Security Training Clerk/Security Assistants
Classified Document Control
Center Task ManaQer

Administrative AssistantsfT echn
Support/Management Analyst
Legal Research Assistant/Law
Library Administrator
Catent Paralegal!
I
Patent Administrator
Physical Scientist/Classification
Specialist
Classified Computer Security
: Specialists ---

3,400

I 1,000

1,000

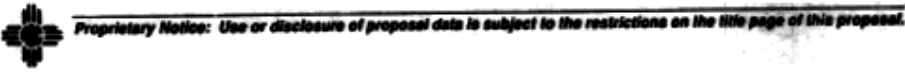
TOTAL LABOR HOURS

40,440 22,900 1~MO 4,000

July 7,1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 36



Advarlced Data Concepts, Inc.
Proposal to
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RFP No. DE-RPO3-93SF19686

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EXHIBIT F.2
RECONCiliATION OF EXHIBIT B HOURS
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4,000

Foreign Visits and Assignments (FVA)/Foreign Travel Cle~' Safeguards and Security Training
I -Clerk/Security Assistants
Classified Document Control
Center Task Mana aer

2.000

2.000

Administrative AssistantsIT echn SupporUManagement Analyst
Legal Research Assistant/Law Library Administrator

3.160

1.000

Patent Paralegall Patent Administrator

~LWF0003
Physical Scientist/Classification Specialist

Classified Computer Security Specialists

1,000

2,000

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2,000

2,000

2,000

3,160

1,000

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2,000

2,000

I 1,800 I 5,460
1,000 6,080

2,000

2,000

I Project ManaQer/Business ManaQer

IProgram Analyst

I Physical Scientist/MC&A/NMfv1

I Environmental EnQineer

I General Engineer

I Nuclear Enaineer

~LWF0003
I Word Process/Ofc Auto/Tech Asst

I Security Specialists

IComouter Specialist

TOTAL LABOR HOURS

July 7, 1995

42.500 24.160 14.340 4.000

ADC PROPRIETARY DATA

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Advanced Data Concepts, Inc.
Proposal to
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RFP No. DE-RPO3-93SF19686

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EXHIBIT F.3
RECONCILIATION OF EXHIBIT B HOURS

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6,080 2,000
2,000

Foreign Visits and Assignments
(FV A)/Foreign Travel Clerk/ Safeguards and Security Training
I Clerk/Security Assistants
Classified Document Control
! Center Task Manaoer

2.000

2.000

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Administrative Assistants/Techn ~ Su art/Mana ement Anal st I
Legal Research Assistant/Law
Libra Administrator

j Patent Paralegal/
Patent Administrator

3,160

1.000

1.000

[Physical Scientist/Classification I
Specialist !
Classified Computer Security . Specialists

2.000

4.000

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2.000

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2,000

I 1,800
__ 5,300 1,000 6,080

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2.000

I Project Manager/Business Manager
I ~roaram Analyst

!Physical ScientisUMC&AINMM

~LWF0003
Environmental Engineer General Engineer

Nuclear Engineer
Word *Process/Ofc* Autorrech Asst

~ ~ ~
Specialists Specialist

TOTAL LABOR HOURS

40,340 22,160 -14,180 4,000

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal -Page 38



Advanced Data Concepts, Inc.
Proposal to
Department of Energy, Oakland Operations Office
RFP No. DE-RPO3-93SF19686

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EXHIBIT F.4
RECONCILIATION OF EXHIBIT B HOURS
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~ ~ ~
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2,000

Foreign Visits and Assignments (FVA)JForeign Travel ClerkI' Safeguards and Security Training Clerk/Security Assistants

2,000

Classified Document Control Center Task Manager

2.000

Administrative Assistants/T echn Support/Management Analyst
Legal Research Assistant/Law Library Administrator

3.160

1.000

Patent ParalegaV Patent Administrator

1.000

Classified Computer Security Specialists

4,000

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2.000

2,000

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IProject Mana aer/Business Mana ger

IProaram Analyst

I Physical ScientisUMC&AJNMrlfI

I Environmental Enaineer

;General Enqineer

I Nuclear ~nQineer

!Word Process/Ofc AutofTech Asst SecuritY §ocialists

IComouter Specialist

Chysical SGientisUC lassification SoeciaJist

TOTAL LABOR HOURS

38;6~0 20,160 14.500 4.000

July 7, 1995

ADC PROPRIETARY DATA

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Advanlced Dalta Concepts, Inc.
Proposal to
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RFP No. DE-RPO3-93SF19686



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EXHIBIT F.5
RECONCILIATION OF EXHIBIT B HOURS
EXH. B 1 PRIME SUBK SUBK DIRECT LABOR CATEGORY YEAR 5 ADC PAI BDM

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~LWF0003
Foreign Visits and Assignments (FVA)/ForeignTravel Clerk/ Safeguards and Security Training Clerk/Security Assistants
Classified Document Control
Center Task ManaQer

Administrative Assistants/T echn Support/Management Analyst
Legal Research Assistant/Law Library Administrator

2,000

~
3,160

1,000

Patent Paralegal/ Patent Administrator

1,000

Physical Scientist/Classification Specialist

Classified Computer Security Specialists

4,000

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2,000

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3,160

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1,800
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1,000 !
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2,000

2,000

I Project Manaoer/Business Manaoer

I ProQram Analyst

I physical ScientistlM C&A/N M r-v1

I Environmental Enaineer

I General Enaineer

I Nuclear Engineer
I Word P rocess/Ofc AutofTech Asst

I Security Specialists

IComouter

Sccialist

2,000

TOTAL LABOR HOURS

38,500 20,160 14,340 4,000

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal- Page 40

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EXlnBIT G -Cost and Pricing Data

Volume IV Cost Proposal- Page 41

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Ad"lanced Data Concepts, Inc.
Proposal to
Department of Energy, Oakland Operations Office
RFP No. DE-RPO3-93SF19686

EXHIBITG
Cost and Pricing Data

DIRECT LABOR

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The ~ productive man hours (DP:MH) are as shown at EXmBIT B, A1TACHMENTX, of the RFP. .

Total contract estimated DPMH are 200,440. ADC's portion of the contract equates to 109,540 DPMH or 55 percent.

Hnw the pmpo~pn dirPn lahnr rnte~ were develn~

The proposed direct labor rates are based on the estimated hire rates of new employees. ADC has obtained letters of committment for all bid labor categories.

ADC has detennined the following RFP Labor Category bid by ADC as equivalent to the Department of Labor Wage Detennination:

RFP ~:ltegnIY

Rm RATE

WD Categnq

WD RATE

Admin Asst/ Tech Support/
Mgmt' Analyst

\$16.00

Secretary!

\$10.49

The proposed (Bill) ~ is above the equivalent Dept. of Labor Wage Detenllination (WD) rates for Alameda and Contra Costa Counties (WD No. 87-0044 REV. 11 8/07/92, WD No. 87-0038 Rev. 49/19/91, WD No. 87-0046 Rev. 78/07/92).

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ADC proposes an annual escalation factor of two (2) percent starting in the second year of the base period.

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Advanced Data Concepts, Inc.
ProposaJto
Department of Energy, Oakland Operations Office
RFP No. DE-RPO3-93SF19686

EXmBIT G
Cost and Pricing Data

DIRECT LABOR

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The direct productive man hours (DP:MH) are as shown at EXmBIT B, ATTACmmNT X, of the RFP.

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Total contract ~ated DPWI are 200,440. ADC's portion of the contract equates to 109,540 DPWI or 55 percent.

Hnw thp. pmpo~ rli~t l~hnr rntp.~ WP.~ rlp.vP.Inped

The proposed direct labor rates are based on the estimated hire rates of new employees. ADC has obtained letters of committment for all bid labor categories.

ADC has detennined the following RFP Labor Category bid by ADC as equivalent to the Department of Labor Wage Detemrnation:

RFP ~~tegnl:y

Admin Asst/
Tech Support/
Mgmt Analyst

Bm RATE

\$16.00

WD Cat~g°IY

Secretary I

WD RATE

\$10.49

The proposed (BID) rate is above the equivalent Dept. of Labor Wage Detennination (WD) rates for Alameda and Contra Costa Counties (WD No. 87-0044 REV. 11 8/07/92, WD No. 87-0038 Rev. 49/19/91, WD No. 87-0046 Rev. 78/07/92).

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ADC proposes an annual escalation factor of two (2) percent starting in the second year of the base period.

Volume IV Cost Proposal -Page 43

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INn IRECT EXPENSE RA ~

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Indirect pool p.xpen~~ :tinct :tpllr.;thlp. b:tc:p.~

ADC uses 3 indirect expense pools.

The company-wide fringe pool is for all labor related indirect expenses. The base for the fringe rate is total labor. The exception to this is our Division Four which has its own fringe pool.

ADC has 5 divisions forecast for FY 95 that each have their own overhead pools. The expenses recoroed into these overilead pools are specific to the support of the contracts within each of these divisions. ADC has included this contract in a new division that will be specific to this contract. The base for each overilead rate is the direct labor and fringe recorded in the respective divisions.

ADC has one generd.! and administrative (G&A) pool. The expenses recorded into the G&A pool are for the overall management of the company. The base for the G&A rate is the total company- wide recorded direct labor, fringe and overheads. Other direct costs are not included in the base for the G&A rate.

Pmjectetf cn~t/h"rlgP;t:.q rl:.t.:

ADC has used the fiscal year 1995 budgeted rates in the development of this proposal. Our fiscal year 1995 is from January 1, 1995 thro December 31, 1995. These rates have been used for the entire period of performance of the proposal. ADC does not have multi-year budgeted data.

The forecast FY 94 G&A rate includes all anticipated new contract activity.

Applic:ih1e incli~t expen~e rntes

The proposed Overhead Pool for .this contract is based 15 positions being based at Livenllore Laboratories and the remaining work being perfOnlled on the ADC's site. The proposed overhead ~te is a Contractor Site Burden (Indirect) rate.

The work will be peIfonned at our Livermore offices at 2245-a South Vasco Road in Livennore, California.

Our. previous experience as the incumbent contractor for the Livennore contract DE-ACO3- 88SF17290 has given ADC a comprehensive understanding of the cost of providing a classified facility in the Livennore area. We feel that our experience reflects a high degree of "cost realism" in our overhead rate. We hope that this is taken into consideration in the evaluation of our proposal.

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OTHER DIRECT COSTS

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ADC is proposing \$75,000 in travel as other direct costs per the RFP. Costs for subcontractors are as shown in EXHIBIT A-2. ADC does not estimate at this time any additional other direct costs. ADC's accounting policy is to fiot burden any other direct costs. This policy is based on our belief that what DOE is buying are the services and not other direct costs. ADC also does not load fee on our other direct costs, subcon~ctors. or consultants for the same reason. We feel this is a cost advantage to DOE.

F ACIL..ITIF8 CAPITAL COST OF MONEY

ADC does not propose Facilities Capital Cost of Money.

CASB DISCLOSURE,STATEMENT

ADC has submitted a Disclosure Statement to our ACO, Mr. Peter Jenkins, Bonneville Power Adminstration, (503) 230-3606. Our statement was detennined to be adequate.

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EXHIBIT H -Schedule of Subcontractor and Consultant Costs

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1.8.1 EXInBIT H.1 Schedule of Subcontractor Costs

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Advanced Data Concepts, Inc.  
Proposal to  
Department of Energy, Oakland Operations Office  
RFP No. DE-RPO3-93SF19686

EXHIBIT H.1  
SCHEDULE OF SUBCONTRACTOR and CONSULTANT COSTS

Est. Ratel Refer-  
Hours Hour ence  
Subcontractors  
PAI  
Year One Base Period  
Year Two Base Period  
Option Period 1 (Year 3)  
Option Period 2 (Year 4) .  
Option Period 3 (Year 5)

13,540 37.48 507,508 14,340 38.63 553,907 14,180 38.93 551,959 14,500 39.61 574,306 14,340 39.91 572,276 70,900 38.93 2,759:956

Subtotal

H.2 H.2 H.2 H.2 H.2

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Year One Base Period Year Two Base Period Option Period 1 (Year 3) Option Period 2 (Year 4) Option Period 3 (Year 5)

Subtotal

4,000 41.21 164,826 4,000 42.25 168,998 4,000 43.39 173,570 4,000 44.89 179,574 4,000 46.49 185,944  
20,000 43.65 872:912

H.3 H.3 H.3 H.3 H.3

Total Estimated Subcontractor Cost

4,505.780

July 7, 1995

ADC PROPRIETARY DATA

Volume IV Cost Proposal. Page 48

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1.8.2 EXHIBIT H.2 PAI Subcontractor Submission

Volume IV Cost Proposal- Page 49

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CONTRACT PRICING PROPOSAL COVER SHEET DE-RP03-83SF19888 ~.cx)13  
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t .~ANJ~ES8a:af~ ~'c.,,  
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PAI Corporation  
116 Milan Way  
Oak Ridge, TN 37830

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-FPI 0 OHER ~ S 2.628,g .131,427 .2.758,~  
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3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT  
15B. TELEPHONE NO.

4. "TYPE OF CONTRACT AC11<\*(C11eC4I  
X A. NEW C-T D. IETTER CONTR.ct B. CH-GE ~ E. UN-ED OAOEA  
X C. ~E ~ F. OTHER (SpdYI  
~INA 11ON  
a. PROPOSED COST (A+B-CJ

(815) 483--0888

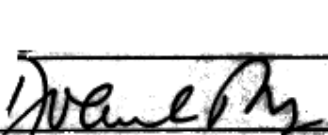
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A. H'4E n-EM NO. B. IDemFICATJON C. OONmIY I D. TOTAL PRICE ~K=  
LOT 71\*X) ~ 52,759,956

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. PROVIDE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING (If available)                                                                                                                                                                          |                                                                                                                                                                                                                                     |
| A. CONTRACT ADMINISTRATION OFFICE<br>U.S. Department of Energy<br>DOE Oakland Operations Office<br>Site Management Division (L-293)<br>Lawrence Livermore National Laboratory<br>P.O. Box 808<br>Livermore, CA 94551 Attn: David J. Tenos (510) 423-8050 | B. ADOPT OFFICE<br>U.S. Department of Energy<br>Field Office, Oak Ridge<br>P.O. Box 2001<br>Oak Ridge, Tennessee 37831 Attn: Mitch Kennedy (615) 576-0867                                                                           |
| 10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," identify)                                                                                                                                            | 11A. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete item 11B)                                                                                                                  |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Government Logistical Support                                                                                                                                                        | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                                                                                 |
| 12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (If "Yes," identify item(s), customer(s) and contract number(s))                                                                          | 11B. TYPE OF FINANCING (check one)<br><input type="checkbox"/> ADVANCE PAYMENTS <input type="checkbox"/> PROGRESS PAYMENTS<br><input type="checkbox"/> GUARANTEED LOANS                                                             |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DE--AC08--89NV10793<br>DE--AC05--88OR21794<br>DE--AC09--91SR18221<br>DE--AC05--92OR22060                                                                                             | 13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31 COST PRINCIPLES? (If "No," explain)<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |

14. COSTACCOUNIINOSTANDAAOS BOARD ~t.w91-m..~andFARPART  
A. Mol:nota CONTRACT N;To. E TO Case REaJLA T1Q8? ~ ~YTt8J A CAS8 OISCOSIAE STATEMENT PSB DS- , ~ ~,

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nw ~ .Mm~.d ,~~ h r4'P. COI\*-ct. IIIdIbIOft. ~.it ~ 1 aIIId be8t 8I8n8- and/or ~.= 01.. ~ aIIId~, w-. h ~ ..FAA 15.~'~ ~ T8b8 15-2. By UftlmIg ..P'OPO88I. h oIfefOt. r 88I8d8db  
~ h =-d"9 oIftC8t or an ~ ~ ~ at 8/Y U- b8f8.~ tIIO8e bool8,  
I8COId8, ~ aIIId oIIl8t ~ 01 ~ "'\*~ ~ oIbIB ~ -'l8l.-Iud1 '-.no'-'~ ~ r~.nc8d  
Of ~ ~ ..PfoI)O88I ..h baa. b plicillQ, dIaI..- parnI. an ~.~ 01 h p- prica.  
15. ~ NoD lITlE ~ I I ..NAME a: F IAW

|                                                                                   |                               |
|-----------------------------------------------------------------------------------|-------------------------------|
|  | DATE OF SUBMISSION<br>6/26/91 |
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Doan L Phung, Pr..ident  
17. SIGNA~e ~-

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Volume IV lost Proposal -Page 50

PAI Corporation  
  
STANDARD FOIW 1411  
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(REV. 7-87)  
  
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PAI CorpoRtion, July 7, 1995, RFP No. DE-RPOJ-93SF19686, (BP 95-3:~).  
11. QJCITA~/.ooFICATOHC1 IF~APPAO\B)0M81<  
\_CONTRACT PRICING PROPOSAL COVER SHEET DE-RPO3-83SF18688 9()OO--0013  
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PAI Corporation  
118 Milan Way  
Oak Ridge, TN 37830

5. TWE a: CO'm\ACT ~  
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0 F~ 0 OTHER ~ .483,341 S 24,187 S 507.5(»  
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YEAR 1 BASE PERIOD

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~ ;JU -'''1P8CiI8d by Its ~ 0Ir«=-. (COt-. «t-. 8IId ~ «t plait~, ,~. L-. ~-

| B. IDENTIFICATION |  | C. QUANTITY | D. TOTAL PRICE |
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| LOT               |  | 12248 OPLM  | \$807,508      |
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A. b»fE ~ NO.

B. PROVIDE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING (If multiple)

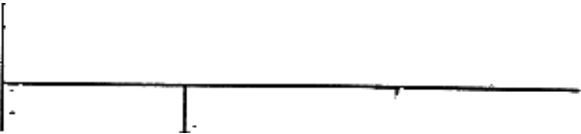
A. CONTRACT ADMINISTRATION OFFICE  
U.S. Department of Energy

B. AUDIT OFFICE

DOE OakI8nd OperatioM Offt~  
Site ~ 0M8i0n (1- 293)  
~~ LNermON Nation. Labor\*,ry  
P.o. Box ~

BnJce P. Bowland, Chief F''m8nciaJ OffIcer

| 4. TYPE OF CONTRACT ACTION (Check)                    |  |                                             |  |
|-------------------------------------------------------|--|---------------------------------------------|--|
| <input checked="" type="checkbox"/> A. NEW CONTRACT   |  | <input type="checkbox"/> D. LETTER CONTRACT |  |
| <input type="checkbox"/> B. CHANGE ORDER              |  | <input type="checkbox"/> E. UNPRICED ORDER  |  |
| <input checked="" type="checkbox"/> C. PRICE REVISION |  | <input type="checkbox"/> F. OTHER (Specify) |  |



Livermore, CA 94551 Attn: David J. Tencos (510) 423-8050  
18. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," identify)

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DE-AC09-91SR1~1 DE-ACO\$-920~

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14. COST ACCOUNTING STANDARDS BOARD (CASS) DATA (Public Law 91-379 as amended and FAR PART 39)  
A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASS REGULATIONS? (If "Yes," explain in proposal)  
B. HAVE YOU SUBMITTED A CASS DISCLOSURE STATEMENT (CASS DB-1 or 2)? (If "Yes," specify in proposal the office to which submitted and if determined to be adequate)

(815) 483.-0888

u.s. Depemnent of EnergJ  
F''..ld Offtce, Oak Adge  
P.O. Box 2001  
Oak Fldge, Tenne.- 37831 ~ ~ Kennedy (815) 578-01a67  
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| 19. SIGNATURE<br><i>Doan L Ph</i>                   |  | 20. DATE OF SUBMISSION<br>1 |
| FORM 7500-21-142-0000<br>U.S.GPO: 1985-000-100-0000 |  |                             |

Doan L Ph~Pr..id.nt

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Volume N Cost Proposal -Page 51

PAJ Corporation

6/26/9-

STANDARD FORM 1411  
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FM j4a a:R) 53.215-2(cI

(REV. 7-87)

UIO or di8Cloture of p~ data is aabject to ~ te8trictionI OQ ~ titlc paIO of this p~aI.  
PAI CorpontMln, July 7,1995, RFP No. DE-RPO3-93SF196&6, (BP 95--1).

|                                                                                                                   |  |                                                                                               |                                     |
|-------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|-------------------------------------|
| <b>CONTRACT PRICING PROPOSAL COVER SHEET</b>                                                                      |  | 1. SOLICITATION/CONTRACT/MODIFICATION NO.<br>DE-RP03-93SF19686                                | FORM APPROVED OMB NO.<br>5000-0013  |
| 2. THIS FORM IS USED IN CONTRACT ACTIONS IF SUBMISSION OF COST OR PRICING DATA IS REQUIRED. (See FAR 15.804-2(b)) |  |                                                                                               |                                     |
| 3A. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)<br>PAI Corporation<br>116 Milan Way<br>Oak Ridge, TN 37830     |  | 3B. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT<br>Bruce P. Bowland, Chief Financial Officer | 3C. TELEPHONE NO.<br>(615) 483-0686 |
| 4. TYPE OF CONTRACT ACTION (Check)                                                                                |  |                                                                                               |                                     |
| <input checked="" type="checkbox"/> A. NEW CONTRACT                                                               |  | <input type="checkbox"/> D. LETTER CONTRACT                                                   |                                     |
| <input type="checkbox"/> B. CHANGE ORDER                                                                          |  | <input type="checkbox"/> E. UNPRICED ORDER                                                    |                                     |
| <input checked="" type="checkbox"/> C. PRICE REVISION/REDETERMINATION                                             |  | <input type="checkbox"/> F. OTHER (Specify)                                                   |                                     |
| 5. TYPE OF CONTRACT (Check)                                                                                       |  |                                                                                               |                                     |
| <input type="checkbox"/> FFP                                                                                      |  | <input checked="" type="checkbox"/> CPFF                                                      |                                     |
| <input type="checkbox"/> FPI                                                                                      |  | <input type="checkbox"/> CPFF                                                                 |                                     |
| <input type="checkbox"/> OTHER (Specify)                                                                          |  | <input type="checkbox"/> CPAF                                                                 |                                     |
| 6. PROPOSED COST (A+B=C)                                                                                          |  |                                                                                               |                                     |
| A. COST<br>\$ 527,530                                                                                             |  | B. PROFIT/FEE<br>\$ 26,377                                                                    |                                     |
| C. TOTAL<br>\$ 553,907                                                                                            |  |                                                                                               |                                     |
| 7. PLACE(S) AND PERIOD(S) OF PERFORMANCE                                                                          |  |                                                                                               |                                     |

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**00 YES 0 NO**

CONTRACT PRICING PROPOSAL COVER SHEET DE-RP03-93SF19688 9(XX)-0013 "J'-n18b111.-dn-.cHoMr.-",.Io'ofCO8OfPrclna"..~.FAR'S---JJ ---  
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CF-Act  
PAI Corporation Bruce P. Bowland, Chief Financial Offic. (815) 483-0666  
118 Milan Way  
Oak Ridge, TN 37830

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OPTION PERIOD 1 (YEAR 3)

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- 4. 'TYPE Of C~ ~ /C1-~f
- X A. NEW CON~T D. LEnER CC»(mACT
- B. C~OE OROER E l»IPICED OR[&
- X c. PItCE REVISION! F. OIMER (*SpdyJ*
- REDETERMINA11ON
- 8. PROPOSED COST (A+B-c,

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| LOT | S. IDENTIFICATION | G. QUANTITY |  | G. TOTAL PRICE |
|-----|-------------------|-------------|--|----------------|
|     |                   | 14188 DPLM  |  |                |
|     |                   |             |  | \$561,868      |

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9. PROVIDE NAME, ADDRESS, NID IRtPHONE NUMBER FOR niE FOIL~G

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U.S. Deparvnent of Energy

.-roe OaklWld OperatiON Office U.S. Deparvn8nt of Energy

SIF8 Managem«It ~ (L-293) Field Office. Oak Rdge

~ Uvermo.. Nadon. Laboratory P.O. Box 2001

P.O. Box ~ Oak ~. T emea-. 37831 Atb): WdI ~ (615) 576-0867

Uvermor8. CA 94551 AtIn: DalAd J. Tenca /510) 423~

10- ~u. YQJ REOOIRE T)£ USE Cf.' ANY ~NMENT pf6iEiffi'IN T)£ P~ 11 A. 00 YQJ REOUIAE ~ I 118. TWE a: F\NNCNO pECK 01111

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DE-ACC5-880R21794 DE-AC09-91SR18221  
DE -ACO5- 92QR22O8)

14. COST ACCOUNTING STANDARDS BOARD (CASS) DATA (Public Law 91-379 as amended and FAR PART 39)

A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASS REGULATIONS?  
(If "No," complete in proposed)

B. HAVE YOU SUBMITTED A CASS DISCLOSURE STATEMENT  
(CASS DS-1 or 2)?  
(If "Yes," specify in proposed the office to which submitted and if determined to be adequate)

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17. SIGNATURE

18. DATE OF SUBMISSION

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PAI Corporation

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(REV. 7-87)

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PAI Corpowion. July 7, 199S, RFP No. DE-RPO3-93SF19686, (BP 95-32)-

| CONTRACT PRICING PROPOSAL COVER SHEET                                                                                             |  | 1. SOLICITATION/CONTRACT/MODIFICATION NO.<br>DE-RP03-93SF19688                                | FORM APPROVED OMB NO.<br>9000-0013  |
|-----------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|-------------------------------------|
| <small>E. This form is used in contract actions if submission of cost or pricing data is required. (See FAR 15.804-6(b))</small>  |  |                                                                                               |                                     |
| NAME AND ADDRESS OF OFFEROR (Include ZIP Code)                                                                                    |  | 3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT<br>Bruce P. Bowland, Chief Financial Officer | 3B. TELEPHONE NO.<br>(615) 483-0568 |
| PAI Corporation<br>118 Milan Way<br>Oak Ridge, TN 37830                                                                           |  |                                                                                               |                                     |
| 4. TYPE OF CONTRACT ACTION (Check)                                                                                                |  |                                                                                               |                                     |
| <input checked="" type="checkbox"/> A. NEW CONTRACT                                                                               |  | <input type="checkbox"/> D. LETTER CONTRACT                                                   |                                     |
| <input type="checkbox"/> B. CHANGE ORDER                                                                                          |  | <input type="checkbox"/> E. UNPRICED ORDER                                                    |                                     |
| <input checked="" type="checkbox"/> C. PRICE REVISION/REDETERMINATION                                                             |  | <input type="checkbox"/> F. OTHER (Specify)                                                   |                                     |
| 5. TYPE OF CONTRACT (Check)                                                                                                       |  | 6. PROPOSED COST (A+B=C)                                                                      |                                     |
| <input type="checkbox"/> FFP <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> CPFI <input type="checkbox"/> CPAF |  |                                                                                               |                                     |
| <input type="checkbox"/> FPI <input type="checkbox"/> OTHER (Specify)                                                             |  |                                                                                               |                                     |
| 7. PLACE, DATE AND PERIOD OF PERFORMANCE                                                                                          |  | A. COST<br>\$ 546,958                                                                         | B. PROFIT/FEE<br>\$ 27,348          |
|                                                                                                                                   |  | C. TOTAL<br>\$ 574,308                                                                        |                                     |

OPTION PERIOD 2 (YEAR 4)

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LOT 1~ ~ I \$574,308

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8. PROVIDE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING: # 11/1/2002  
A. CONFIDENTIALITY ADMINISTRATION OFFICE  
U.S. Department of Energy  
TELETYPE OFFICE

.roe 08l<land Oper~~  
, ..Site M8na mn Divi8ion (L -293)  
(. ', ' ~ ~nno.. NatiQM Laboratory P.O. Box 808

Livermore, CA 94551 Attn: David J. Tence (510) 423-8050  
16. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE  
OF THIS WORK? (# "Yes," "None")

ill YES 0 NO aovemment Lo(J''atic81 Support  
12. HAVE VOO BEEN AW~ N4Y CONTRACTS ~ ~ F~ nE SAAE ~

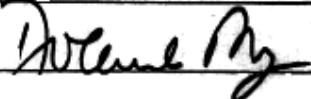
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15. NAMEAHJT1TLE IT, '' 118. NAMEa:F~

U.S. Department of Energy  
Field Office, Oak Ridge  
P.O. Box 2001

|               |                                                                                              |                        |   |
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| 17. SIGNATURE | Phung.<br> | 18. DATE OF SUBMISSION | 1 |
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Volume IV Cost Proposal- Page 54

PAI Corporation

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(REV. 7-87)

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CONTRACT PRICING PROPOSAL COVER SHEET DE-RP03-93SF18888 9<X)O-'OO13

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PAI Corporation  
118 Milan Way  
Oak Ridge, TN 37830

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| 3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT | 3B. TELEPHONE NO. |
|--------------------------------------------------|-------------------|

|                                                                |                                                                                 |
|----------------------------------------------------------------|---------------------------------------------------------------------------------|
| 4. TYPE OF CQ(T~ AC-nON ~                                      | 5. PROVIDE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING (If available) |
| X A. NEW CON-T D. ~R CONTRACT 8. CHANGE ORDER E. ~PTICED ORDER |                                                                                 |
| X C. PRICE R~SIOHI F. 011iER (SpecIYJ REDETERMINATION          |                                                                                 |

Bruce P. Bowland, Chief Financial Offic..

-DOE~Ope~Office

C Site ~,~ DiYllion (L-293)

: ''', c Lawrence LMrmom Nation. Labor~ry  
, P.O. Box~

4. TYPE OF CQ(T~ AC-nON ~  
X A. NEW CON-T D. ~R CONTRACT 8. CHANGE ORDER E. ~PTICED ORDER  
X C. PRICE R~SIOHI F. 011iER (SpecIYJ REDETERMINATION

Livermore, CA 94551 Attn: David J. Tence (510) 423-8080  
10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," identify)

00 YES = NO GoYeITwntent L.o~. Support  
12. HAVE "100 BEEN AW~8) ANY ~ ~ ~ F~ n-IE ~ ~  
\_Sa.L.M ITBe 'M1}tH n-IE PAST 3 ~  
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u.s. Department of Energy  
Field Office, Oak Ridge  
P.O. Box 2001  
Oak Ridge, Tenn 37831 Attn: Mr. Kannedf (815) 578-0867  
HIA.DC/VOOREO 11B. a/FINANCING p#ECKON6  
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Volume IV Cost Proposal- Page 55

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(REV. 7-87)



EXHIBIT A.2  
PAI CORPORATION  
SUMMARY OF TOTAL COST AND FEE  
8o1k: Itation No. DE- RPO3- 83SF 18686

BASE PEFaOD BASE PERIOD OPTK)N PERIOD 1 OPTK>N PERK>D 2 OPTK)N PERK>D 3  
YEAR 1 YEAR 2 (YEAR I) (YEAR 4) (YEAR 5) TOTAL October 1,1895 October 1,1886 October 1,1881 October 1,1888 Oc>ber 1,1888 October 1,1895

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Instructions on the side page of this proposal  
DE-RF03.93SF 19886, (PP 9.5-32).

Instructions





PAI CORPORAnON

SOUQTATION No.: DE-RPO3-93SF19686

EXHIBIT B -ADC

PAGE 1 OF 5

(REV. 5/22/95)

SUMMARY OF LABOR HOURS, RATES, AND COST

YEAR ONE BASE PERIOD

FULLY BURDENED ESCALATION BID HOURS TOTAL COST

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EwORD PROCESSING / OFFICE  
.:0 AUTOMATION / TECHNICAL ASSISTANT

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QQ  
~TOTAL LABOR HOURS AND COST  
~J AVERAGE RATE

NOTES:

- (1) Direct labor Categories and Hours, as specified In RFP Amendment 4, Attachment X, and project teaming agreement. (2) See Exhibit D for base rate calculations. (Exhibit C provides Indirect Rate Summary, and Section II A provides Indirect Rate calculation detail).  
(3) See Exhibit B.2 for Cumulative Escalation Factor Table.

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PAI CORPORATION

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SOUOTATION No.: DE-RP03-93SF19686

EXHIBIT B -ADC

PAGE 2 OF 5

(REV. 5/22195)

SUMMARY OF LABOR HOURS, RATES, AND COST

| DIRECT LABOR CATEGORY | RATE | X | RATE | = | RATE X | HOURS | = | COST | FEE | & FEE |
|-----------------------|------|---|------|---|--------|-------|---|------|-----|-------|
| ENVIRONMENTAL         |      |   |      |   |        |       |   |      |     |       |

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~ AUTOMATION / TECHNICAL ASSISTANT  
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QQ  
~OTAL LABOR HOURS AND COST  
~ AVERAGE RATE

ENGINEER

FULLY BURDENED

YEAR TWO BASE PERIOD

NOTES:

- (1) Direct Labor Categories and Hours, as specified in RFP Amendment 4, Attachment X, and project teaming agreement. (2) See Exhibit D for base rate calculations. (Exhi)lt C provides Indirect Rate Summary, and Section II A provide. Indirect Rate calculation detail). (3) See Exhi>it B.2 for Cumulative Escalation Factor Table.

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1,000

\$87,908

\$262,771

\$40,419

TOTAL COST

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PAI CORPORATION

SOLIOTATION No.: DE-RP03-93SF19686

SUMMARY OF LABOR HOURS, RATES, AND COST

| DIRECT LABOR CATEGORY | RATE | X | RATE | = | RATE X | HOURS | = | COST | FEE | % FEE |
|-----------------------|------|---|------|---|--------|-------|---|------|-----|-------|
| ENVIRONMENTAL         |      |   |      |   |        |       |   |      |     |       |

~ENERALENGINEER  
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~UCLEAR ENGINEER  
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~ORD PROCESSING / OFFICE  
~ AUTOMATION / TECHNICAL ASSISTANT  
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~OTAL LABOR HOURS AND COST  
\0 AVERAGE RATE

ENGINEER  
  
FULLY BURDENED

OPTION PERIOD 1 (YEAR THREE)

NOTES:

- (1) Direct Labor Categories and Hours, as specified In RFP Amendment 4, Attachment X, and project teaming agreement. (2) See Exhibit D for base rate calculations. (Exhibit C provides Indirect Rate Summary, and Section II A provides Indirect Rate calculation detail). (3) See Exhibit B.2 for Cumulative Escalation Factor Table.

47.42

ESCALATION

46.80

39.31

21.80

1.0404

1.0404

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BID

1.0404

49.33

~8.69

40.89

22.68

1,800

5,300

1,000

6,080

\$88,800

\$258,063

14,180

\$40,893

\$137,919

TOTAL COST

4,440

12,903

\$525,675  
37.07

2,045

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PAI CORPORATION

SOUQTATION No.: DE-RP03-93SF19686

EXHIBIT B -ADC

PAGE 4 OF 5

(REV. 5/22/95)

SUMMARY OF LABOR HOURS, RATES, AND COST

OPTION PERIOD 2 (YEAR FOUR)

| DIRECT LABOR CATEGORY                                        | FULLY BURDENED<br>RATE | X | ESCALATION<br>RATE | = | BID<br>RATE X | HOURS = | COST      | FEE    | TOTAL COST<br>& FEE |
|--------------------------------------------------------------|------------------------|---|--------------------|---|---------------|---------|-----------|--------|---------------------|
| ENVIRONMENTAL ENGINEER                                       | 46.93                  |   | 1.0612             |   | 49.80         | 1,800   | \$89,636  | 4,482  | 94,118              |
| GENERAL ENGINEER                                             | 46.39                  |   | 1.0612             |   | 49.23         | 5,620   | \$276,656 | 13,833 | 290,489             |
| NUCLEAR ENGINEER                                             | 38.96                  |   | 1.0612             |   | 41.34         | 1,000   | \$41,343  | 2,067  | 43,410              |
| WORD PROCESSING / OFFICE<br>AUTOMATION / TECHNICAL ASSISTANT | 21.59                  |   | 1.0612             |   | 22.91         | 6,080   | \$139,323 | 6,966  | 146,289             |
| TOTAL LABOR HOURS AND COST                                   |                        |   |                    |   |               | 14,500  | \$546,958 | 27,348 | 574,306             |
| AVERAGE RATE                                                 |                        |   |                    |   |               |         | 37.72     |        | 39.61               |

- NOTES:
- (1) Direct Labor Categories and Hours, as specified in RFP Amendment 4, Attachment X, and project teaming agreement.
  - (2) See Exhibit D for base rate calculations. (Exhibit C provides Indirect Rate Summary, and Section II A provides Indirect Rate calculation detail).
  - (3) See Exhibit B.2 for Cumulative Escalation Factor Table.

Use or disclosure of proposal data is subject to the restrictions on the title page of this proposal.  
PAI Corporation, July 7, 1995, RFP No. DE-RP03-93SF19686, (BP 95-32).

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PAI CORPORATION

SOLIOTATION No.: DE-RP03-93SF19686

EXHIBIT B -ADC

PAGE 5 OF 5

(REV. 5/22/95)

SUMMARY OF LABOR HOURS. RATES. AND COST

OPTION PERIOD 3 (YEAR FIVE)

| DIRECT LABOR CATEGORY                                        | FULLY BURDENED RATE | X | ESCALATION RATE | = | BID RATE | X | HOURS  | = | COST      | FEE    | TOTAL COST & FEE |
|--------------------------------------------------------------|---------------------|---|-----------------|---|----------|---|--------|---|-----------|--------|------------------|
| ENVIRONMENTAL ENGINEER                                       | 46.46               |   | 1.0824          |   | 50.29    |   | 1,800  |   | \$90,524  | 4,526  | 95,050           |
| GENERAL ENGINEER                                             | 46.00               |   | 1.0824          |   | 49.79    |   | 5,460  |   | \$271,873 | 13,594 | 285,467          |
| NUCLEAR ENGINEER                                             | 38.64               |   | 1.0824          |   | 41.82    |   | 1,000  |   | \$41,819  | 2,091  | 43,910           |
| WORD PROCESSING / OFFICE<br>AUTOMATION / TECHNICAL ASSISTANT | 21.40               |   | 1.0824          |   | 23.16    |   | 6,080  |   | \$140,809 | 7,040  | 147,849          |
| TOTAL LABOR HOURS AND COST                                   |                     |   |                 |   |          |   | 14,340 |   | \$545,025 | 27,251 | 572,276          |
| AVERAGE RATE                                                 |                     |   |                 |   |          |   |        |   | 38.01     |        | 39.91            |

- NOTES:
- (1) Direct Labor Categories and Hours, as specified in RFP Amendment 4, Attachment X, and project teaming agreement.
  - (2) See Exhibit D for base rate calculations. (Exhibit C provides Indirect Rate Summary, and Section II A provides Indirect Rate calculation detail).
  - (3) See Exhibit B.2 for Cumulative Escalation Factor Table.

Use or disclosure of proposal data is subject to the restrictions on the title page of this proposal.  
PAI Corporation, July 7, 1995, RFP No. DE-RP03-93SF19686, (RP 93-37A)

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EXHIBIT B.1

PAI CORPORATION

SUMMARY O.F DIRECT LABOR HOURS BY LABOR CATEGORY

.Solicitation No. DE-RP03-83SF19688

BASE PERIOD BASE PERIOD OPTION PERIOD 1 OPTION PERIOD 2 OPTION PERIOD 3  
YEAR 1 YEAR 2 (YEAR 3) (YEAR 4) (YEAR 5) TOTAL Octob.r 1, 1885 Octob.r 1, 1886 Octob.r 1, 1887 Octob.r 1, 1888 Octob.r 1, 1898 Octob.r 1, 1885

|                                                         |        |        |        |        |        |        |
|---------------------------------------------------------|--------|--------|--------|--------|--------|--------|
| ENVIRONMENTAL ENGINEER                                  | 1,480  | 1,500  | 1,500  | 1,500  | 1,500  | 6,980  |
| GENERAL ENGINEER                                        | 4,980  | 5,480  | 5,300  | 5,620  | 5,480  | 28,820 |
| NUCLEAR ENGINEER                                        | 1,000  | 1,000  | 1,000  | 1,000  | 1,000  | 5,000  |
| WORD PROCESSING / OFFICE<br>AUTOMATION / TECH ASSISTANT | 6,080  | 6,080  | 6,080  | 6,080  | 6,080  | 30,400 |
| TOTAL LABOR HOURS                                       | 13,540 | 14,340 | 14,180 | 14,600 | 14,340 | 70,900 |

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NOTE:

(1) Direct Labor Category. end Hour., a. .peclified In RFP, Amendment 4, Attachment X, and project t.amlng agreement. (2) Full- T-me Equllivant (FTE) ba.. for PAI i. 1872 hour. per year.

Use or disclosures of Government data is subject to the restrictions on the title page of this proposal.  
PAI Corporation, July 7, 1995, RFP No. DE-BIT3-83SF19686, (BP 95-12).

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1.8.3 ExmBIT H.3 BDM Federal Subcontractor Submission

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**BDM**

**FEI::>EML**  
A 80M International Company

80M Federal, Inc.  
1501 80M Way  
McLean, VA 22102-3204 (7031848-5000  
Direct Dial Number:

(703) 848-6624  
  
BDM/MCL-LMT -95324

July 3, 1995

Advanced Data Concepts, Inc. (ADC) Attention: Mr. Gary Sheldon  
700 NE Multnomah  
Suite 1100  
Portland, OR 97232-2183

SUBJECT:  
  
Amended Request for Proposal (RFP) No. DE-RPO3-93SF19686 entitled, "Technical Services in Support of DOE/OAK Office Programs -Reduced Requirements"

Dear Mr. Sheldon:

BDM Federal, Inc. (BDM) is pleased to provide the enclosed cost proposal to perfonn as a Subcontractor to ADC, Inc. in response to the subject RFP. BDM will provide the DOE, under separate cover, a detailed cost proposal for review and approval.

If you should have any questions concerning this Proposal, please contact the undersigned at the above direct dial number or Ms. Marcia Balestri at (301) 212-6220.

Very truly yours,

BDM FEDERAL, INC.  
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Laureen M. Tarpey (jJ\{1J~  
Sr. Contract Administrator

cc: M. Balestri  
R Kinsley



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DOE/OAKLAND OFFICE PROGRAMS

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JrJLr 5 / 1995

BDM/MCL-95-HO33-PRP

The data furnished in Proposal Number BDM/MCL-95-MO33-PRP shall not be disclosed outside the Government and shall not be duplicated, used, Ot: disclosed--in' whole or in part--for any purpose other that to evaluate the proposal; provided, that if a contract is awarded to this Offeror as a result: of or in connection with the submission of these data, the Government shall. have the right to duplicate, use or disclose the data to the extent provided in the contract. This restriction does not limit the Government's right to use infoz:mation contained in the data if it is obtained from another source without restriction. All data contained in this volUme are subject to this restriction.

Volumo IV Cost Proposal -Page 6S --

FOREWORD

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This proposal, BDMIMCU95-M033-PRP is being submitted to the U.S. Department of Energy, Oakland Operations Office, 1301 Clay Street, Oakland. California 94612-5208, ATIN: Helen Gladden, Executive Secretary (LLNL B311), by BDM Federal, Inc., 1501 BDM Way, McLean, Virginia 22102.

Volume IV Cost Proposal -Page 66

BDM FEDERAL. INC.

BDM/MCL-95-MO33-PRP

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PRICING ASSUMPTIONS

The following conditional assumptions have been taken into account in preparing this cost proposal for the contemplated level of effort, cost-plus fixed fee, task assignment structure Subcontract:

- 1. The cost estimates contained in this proposal are based on BDM's staff-overhead rate, with the assumption that ADC will provide BDM personnel office space, office supplies and telephone use.. In accordance with BDM's Disclosure Statement, the ~taff- overhead rate is predicated on the employee working 90 consecutive days at the customers' facility. In the even ADC is not.able to provide the aforementioned, BDM would request an equitable adjustment to our proposed price.
- 2. BDM has not proposed travel (local or long distance) in the attached cost proposal. In the even BDM personnel are required to travel under the contemplated Subcontract, it is assumed that ADC will provide all travel arrangements, i.e. airline tickets, hotel arrangements and car rental. BDM employees will submit expense reports directly to ADC for reimbursement.
- 3. With respect to Clause H.O15 "Minimum Wage Determination and Fringe Benefits" of the Solicitation, it was determined that all categories bid by BDM are considered exempt from wage determination, due to the position qualifications required for each labor category.

Volume IV Cost Proposal- Page 67

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PART 53 -FORMS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                              |                                                                                                                                                                                               |                |                                                                                                                                                                                        |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                              |                                                                                                                                                                                               |                |                                                                                                                                                                                        |  |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                              | E. UNPRICED ORDER                                                                                                                                                                             |                |                                                                                                                                                                                        |  |
| A. COST<br>\$808,356                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                              | B. PROFIT/LOSS<br>\$64,556                                                                                                                                                                    |                | C. TOTAL<br>\$872,912                                                                                                                                                                  |  |
| 7. PLACE(S) AND PERIOD(S) OF PERFORMANCE<br>OAKLAND, CALIFORNIA JANUARY 1, 1996- DECEMBER 31, 2000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                              |                                                                                                                                                                                               |                |                                                                                                                                                                                        |  |
| 8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting this recap is required unless otherwise specified by the Contracting Officer. (Continue on reverse, and then on plain paper, if necessary. Use same headings).                                                                                                                                                                                                                                                                                                                                                                                               |                                                              |                                                                                                                                                                                               |                |                                                                                                                                                                                        |  |
| A. LINE ITEM NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | B. IDENTIFICATION                                            | C. QUANTITY                                                                                                                                                                                   | D. TOTAL PRICE | E. REFERENCE                                                                                                                                                                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TECHNICAL SERVICES IN SUPPORT OF DOE/OAKLAND OFFICE PROGRAMS |                                                                                                                                                                                               |                |                                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TOTAL PROGRAM                                                | LOT                                                                                                                                                                                           | \$872,912      | •                                                                                                                                                                                      |  |
| 9. PROVIDE NAME, ADDRESS AND TELEPHONE NUMBER FOR THE FOLLOWING (If available):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                              |                                                                                                                                                                                               |                |                                                                                                                                                                                        |  |
| A. CONTRACT ADMINISTRATION<br>DCMAO Baltimore<br>DCMDS-GMOG<br>200 Townsend Blvd., West<br>Towson, MD 21204-5299 (410) 339-4753                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                              | B. AUDIT OFFICE<br>Defense Contract Audit Agency - Mid-Atlantic Region<br>Reston Branch Office, Reston/Harnden Center<br>171 Elden Street, Suite 200<br>Herndon, VA 22070-4810 (703) 487-8221 |                |                                                                                                                                                                                        |  |
| 10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," identify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                              | 11. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete item 11B.)                                                                            |                | 11. TYPE OF FINANCING (If one)                                                                                                                                                         |  |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                              | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                                           |                | <input type="checkbox"/> ADVANCE <input type="checkbox"/> PROGRESS<br><input type="checkbox"/> PAYMENTS <input type="checkbox"/> PAYMENTS<br><input type="checkbox"/> GUARANTEED LOANS |  |
| 12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (If "Yes," identify item(s), customer(s) and contract number(s).)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                              | 13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICE AND PROCEDURES AND FAR PART 31 COST PRINCIPLES? (If "No," explain)                                   |                |                                                                                                                                                                                        |  |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Similar Experience described in Technical Proposal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                              | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                           |                |                                                                                                                                                                                        |  |
| 14. COST ACCOUNTING STANDARDS BOARD (CASH) DATA (Public Law 91-375 as amended and FAR PART 30)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                              |                                                                                                                                                                                               |                |                                                                                                                                                                                        |  |
| A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASH REGULATION? (If "No," explain in proposal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                              | B. HAVE YOU SUBMITTED A CASH DISCLOSURE STATEMENT (CASH DS-1 or 2) (If "Yes," specify in proposal the office to which submitted and if determined to be adequate).                            |                |                                                                                                                                                                                        |  |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                              | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO December 22, 1993 (See above ACOL)                                                                                        |                |                                                                                                                                                                                        |  |
| C. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NON-COMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                              | D. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)                                         |                |                                                                                                                                                                                        |  |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO See Cost and Pricing Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                              | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                                           |                |                                                                                                                                                                                        |  |
| This proposal is submitted in response to the RFP, contract, modification, etc. in item 1 and reflects our best estimate and/or actual costs as of this date and conforms with the instructions in FAR 15.804-6(b)(7), Table 15-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer or an authorized representative the right to examine, at any time before, award, those books, records, documents and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price. |                                                              |                                                                                                                                                                                               |                |                                                                                                                                                                                        |  |
| 15. NAME AND TITLE (Type)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                              | 16. NAME OF FIRM                                                                                                                                                                              |                |                                                                                                                                                                                        |  |
| Donna K. Broadwater<br>Director, Corporate Pricing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                              | BDM FEDERAL, INC.                                                                                                                                                                             |                |                                                                                                                                                                                        |  |
| 17. SIGNATURE<br><i>Donna K. Broadwater</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                              | 18. DATE OF SUBMISSION<br>JULY 5, 1995                                                                                                                                                        |                |                                                                                                                                                                                        |  |

CONTRACT PRICING PROPOSAL SOUcrTAi10H. CO~. MODIFIcAii0H NO IKIaM APPROVED OMS NO COVER SHEET DE-RPOJ-93SF19686 1-13

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LAUREN TARPEYti (703) ~24  
CONTRACTS ADMINISTRATORBDM FEDERAL, INC.  
1501 BDMWAY  
MCLEAN, VIRGINIA 22102



.TYPE OF CONTRACT  
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B. CHANGE ORDER.  
PRICE REVISION anID. (~  
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OSee Coot ElementDetaU FAR,(48CF1.) S3.21S-2(c)  
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Volume IV Cost Proposal- Page 68

NSS 1~1-1~.984s

PART53-FORMS

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: A COST  
\$309,138

PLACE(S) AND PERIOD(S) OF PERFORMANCE

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~ANUARY !.1996 -DECEMBER 31. *Im*

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Donna K. Broadwater  
Di~r~rporate PriCiD~ --.

BD~DERAL. ~

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II. DATE OF SUBMISSION

JULY 5.1995

CONTRACT PRICING PROPOSAL .SOUcrrAT10N.CO~.MODIFICATIONNO  
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-NfMi-b-iDD~ OF OFFEROR ~ ~ c..) JA. NAME AND ITtI.E OF OFFEROR'S POtJ'r OF CONTACT 13B. TEU:PHONE NO.  
LAUREEN TARPEY (703) 848-6624  
CONTRACTS AD MJNISTRA TOR

BDM FEDERAL, INC.  
1501 BDMWAY  
MCLEAN, VIRGINIA 22102

.TYPE OF CONTRACT  
rJm ~CPFP DcPIp DcpAP  
Om OornEA (SpeCIly)

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IA. L E. REFERENCE

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TECHNICAL SERVICES IN SUPPORT  
OF DOE/OAKLAND OmCE PROGRAMS

I ..TYPE OF CONTRACT AcnON (o...t)  
\ XIA. NEW CONTRACT I 10 LmEL CO~CT  
18. CHANGE ORDER. / IE. UNPR!CED ORDER.  
F. cmIa(sp...t.)

! 9 PROVIDE NAME. ADDRESS AND TELEPHONE NUMBER. FOR ~ .F.?~~~~ (If1Y8abl81 -  
\_CONTLAcr ADMJNISITRAIION 8. AUDrrOFFICE

BASE YEAR TOTAL

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DCMDS-GMOG  
100 T\_ - Blvd., Welt  
T- MD 11104-5199 ~10 339-4753

~LWF0003  
10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," identify)

53.JUL1411

YES NO 12. HAVE YOU BEEN AWARD ANY OTHER SUBCONTRACTS

FOR THE SAME OR SIMILAR REASONS WITHIN THE PAST 3 YEARS?  
~Yes, ~No, ~I don't know ~ Other (specify)

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LOT

Derivative Contract Amendment - 1- Mld-Adandc Ro&iOD  
Ratona ~ alike, Rnt-'Hemdon Cent.-  
171 EIda Str-, Suite JOt  
Hemdon, VA. 11070-4818 OJ 47-3111  
DO YOU REQUIRE GOVERNMENT / II TYPE OF FINANCING (If-) CONTRACT FINANCING TO  
PERFORM THE PROPOSED VANCE PROGRESS, CONTRACT (If "Yes" complete PAYMENTS  
L...IIB). DLOANS  
YES X NO  
13 IS THIS PROPOSAL CONSIDERED TO BE ESTABLISHED ESTABLISHING AND ACCOUNTING PRACTICE AND PROCEDURES AND FAR PART 31 COST PRINCIPLE (If "No," explain)

\$333,824

~ -  
NSS 75-1.01.142.914S 1.11-101 STANDARD FORM LII (REV 7-87)  
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AI 1-- ~ -- -II -a~ .." .~ Volume IV Cost Proposal -Page 69

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PART 53 -FORMS

4 TYPE OF contract Action (Cioect)  
X A. NEW CONTRACT LEITER. CO~  
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B. CHANGE ORDER.  
c. PRICE REVISION RED LINE IN A 11ON  
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A. COST  
\$499,211

~LWF0003  
PLACE(S) AND PERIO~S) OF PERFORMANCE

IE. UNPRICED ORDER--  
IF. 0'rnrER.(s.-lf)

's. PROFrr/FE!  
\$39,870

TOTAL  
5539,088

OAKLAND, CALIFORNIA

JANUARY 1, 1998- D~~~11.1000

CONTRACT PRICING PROPOSAL SOUCITA'HION~. MODIFICATION NO.  
IroRM APPROVED OMB NO COVER SHEET ! DE-RPOJ-9JSFJ9686 m>oOOI3

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\_NAM! AND ADDRESS OP OFFEROR (IncII\* Zip C\*) 3A. NAME AND ITn.£ OF OFFERDR'S roINT OP *COtrTACT* 38 TELEPHONE NO  
LAUREEN TARPEY (703) 848-6624  
~~ 9 NTRA CTS AD MINISTRA TOR ~

BDM FEDERAL, INC.  
IS01 BDM WAY  
MCLEAN, VIRGINIA 22102

.rYPEOFCONTRACT  
\_B FFP [;;law DCPIP DCPAF  
\_ FPI D<miER (SpoQ1I)

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REFERENCE

TECHNICAL SERVICES ~ SUPPORT  
OF DOFJOAKLAND OFFICE PROGRAMS

9 PROVIDE NAME, ADDRESS AND iELEPHONE NUMBER FOR IHE FOLLOWING (If aYilable) "  
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DCMAO Ba/tIII-. !)ef- Coatnct Audit AceDCJ -MIId-Ad8IItk R DCMDs.GMOG Ratoa BnDch omce, Raten/HenodOII C 100 To~~ Blvd.. Welt 171 Eldea Street, Suite JH  
\_T~ MD 111~4-S199 (410) 339-4753 487-8111

10. WIJ. roo REQUIRE mE USE OF ANY GOVERNMENT PROPERTY E OF FINANCING (If->  
IN nm PERFORMANCE OF THIS WORK? (If "Ya, " idenliff)  
VANCE OPROORESS  
P A YMENiS LOANS

nYES fXINO  
12. HAVE YOObEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS OUR. ESTABLISHED ES11MATING FOR IHE SAME OR SIMILAR. rrEMS wmuN mE PAST 3 YEARS? AND ACCOUNiING PRACnCE AND PROCEDUUS  
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Director. Como rate Pricjn~ i

OPTION YEARS TOTAL

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Volume N Cost Proposal- Page 70

\$539,088

~M FEDERAL, INC.

II. DATE OF SUBMISSION

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PART 53 -FORMS

A COST  
5152,636

PLACE(S) AND PBRIOD(S) OF PERFORMANCB

PROFTT/FEE  
511.190

roTAJ.  
5164.826

OAKLAND, CALIFORNIA JANUARY 1,1996. DECEMBER 31,1996

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B. IDENnFICAnON AL PRICE E. REFERENCE  
ITECHNICAL SERVICES IN SUPPORT  
OF DOE/OAKLAND OmCE PROGRAMS



BASE YEAR ONE

DCMAO Balt1a18r8  
DCMDs-GMOG  
100 T-- Blvd., Welt  
T MD 21104-5299 (410)339-4753

10. WILL YOO R&QUIR.E ~ USE OF ANY OOVERNMENTPROPERTY IN 11m PERFORMANCE OF ms WORK? (It.Y.. ' Mlently)

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Donna K. Broadwater  
Director ~ Coroorate PriciO2



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5164,826

BDM FEDERAL, INC.

*K. Broadwater*

11. DATE OF SUBMISSK)N

JULY 5, 1995

CONTRACT PRICING PROPOSAL 'I. SOUCtrA110N. COm'RAcr. MODIFICA110N NO FORJoI APP{o\ED OMS NO  
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\_NAME AND ADDRESS OF OFFEROR. ~ Zip CQdo) 3"- NAME AND Tm.a OF OFFER.DR'S POINT OF com ACT 138. iELEPHONE NO.

LAUREEN TARPEY (703) 8-624 I

CONTRACTS ADMINISTRATOR I

BDM FEDERAL, INC.

IS01 BDMWAY

MCLEAN, VIRGINIA 22102

TYPE OF CONTRACT

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DFPI DornER (~)

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c. PRICE REVISION P. cmfEL.(Spoat,)

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Volume IV Cost Proposal -Page 71

PART 53 -FORMS

4. TYPB Of CO~CT ArnON (a.oct)

Ic. PRICE REVISION  
REDh''l'ERMnfA'nON

A. COST  
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Gn{D.(Speaty)

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Donna K. Broadwater  
W~r. Corporate Pricin2

8DM FEDERAL. mc.

CONTRACT PRICING PROPOSAL I. SOUctrAllON. COm'RAcr. MODIfICAll0N NO. FOaM APPROVED OMS NO  
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iCOVER SHEET DE-RPOJ-93Sn968' ~13  
(NOTE: 11a~.used lialbmIS.-o(COOf.. dIII.req\...j. (See F~ IS~)- NAME AND ADDRESS Of OFFEAOR (Includ8 Zip c\*) JA. NAME AND ITIU Of OFFEROR'S POINT Of COHT ACT 3B n:u:PHONE NO.  
LAUREEN TARPEY (703) 848-6624  
CONTRACTS ADMINISTRATOR

BDM FEDERAL. INC.  
1501 BDMWAY  
MCLEAN. VIRGINIA 1.1.101.

|                              |                                          |                              |                              |
|------------------------------|------------------------------------------|------------------------------|------------------------------|
| TYPE OF CONTRACT             |                                          |                              |                              |
| <input type="checkbox"/> FFP | <input checked="" type="checkbox"/> FFP  | <input type="checkbox"/> FFP | <input type="checkbox"/> FFP |
| <input type="checkbox"/> FFP | <input type="checkbox"/> OTHER (Specify) |                              |                              |





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AI ~- --pace" ""',rioWy data.  
Volume N Cost Proposal -Page 72

5168,998

It DAte OF SUBMISSION

PART S3 -FORMS

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DE-RPOJ-9JSFI,,"

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\$160,734

6. PROPOSED COST fA+&<) 18. PROm/FEI  
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PLACE(S) AND PERIO~S) OF PERFORMANCE

OAKLAND. CALIFORNIA

JANU~Y 1.1998- DECEMBER 31,1998

10. -WiiL too UQI]fR:E M USE OF ANY GOVERNMENT PROPUTY IN 11m PERJ'ORMANCE OF -nIIS WORK? (If"Yeo,'~)

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FORM APPROVED OMS NO
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\$173,570

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_NAME AND ADDRESS OF OFFEROR ~ z. C*)

BDM FEDERAL, INC.
1501 BDM WAY
MCLEAN, VIRGINIA 22102

TYPE OF CONTRACT

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rdlla!~(s..fAJ,I~~)--
i NAMEANDIm.iOFOPFEROR'SPO!NTOfCONTACTf 38. TELEFHONHNO.
: LAUREEN TARPEY (703) 848-6624
CONTRACTS AD~TRA TOR

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..TYPE OF CONTRACT AcnON (~
X A. NEW CONTRACT D Lm'ER CONTRACT B CHANGE ORDER B. UNPRICI!D ORDER
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TECHN:ICAL SERVICES IN SUPPORT
OF DOE/OAKLAND OmCE PROGRAMS

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Donna K. Broadwater
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OPTION YEAR ONE

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(410) 339-4753



LOT

\$173,570

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AJII-- " --Ie be Pr-.i.ar7 Yolume IV Cost Proposal -Page 73

BDM FEDERAL. INC

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II. DATE OF SUBMISSION

JULY 5,1995

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PART 53 - FORMS

53.101-1411

CONTRACT PRICING PROPOSAL COVER SHEET		I. SOLICITATION, CONTRACT, MODIFICATION NO. DE-RP03-93SF19686		FORM APPROVED OMB NO. 9000-0013
NOTE: This form is used in contract actions if submission of cost or pricing data is required. (See FAR 13.804-6(b))				
2. NAME AND ADDRESS OF OFFEROR (Include Zip Code)		3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT		3B. TELEPHONE NO.
BDM FEDERAL, INC. 1501 BDM WAY MCLEAN, VIRGINIA 22102		LAUREEN TARPEY CONTRACTS ADMINISTRATOR		(703) 848-6624
4. TYPE OF CONTRACT ACTION (Check)				
X A. NEW CONTRACT		D. LETTER CONTRACT		
B. CHANGE ORDER		E. UNPRICED ORDER		
C. PRICE REVISION RETERMINATION		F. OTHER (Specify)		
5. TYPE OF CONTRACT		6. PROPOSED COST (A+B+C)		
<input type="checkbox"/> FFP <input type="checkbox"/> FFS <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> CPFF <input type="checkbox"/> CPFF <input type="checkbox"/> CPFF <input type="checkbox"/> OTHER (Specify)		A. COST \$166,294	B. PROFIT/LOSS \$13,280	C. TOTAL \$179,574
7. PLACE(S) AND PERIOD(S) OF PERFORMANCE				
OAKLAND, CALIFORNIA JANUARY 1, 1999- DECEMBER 31, 1999				
8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting the recap is required unless otherwise specified by the Contracting Officer. (Continued on reverse, and then on plain paper, if necessary. Use cross headings.)				
A. LINE ITEM NO.	B. IDENTIFICATION	C. QUANTITY	D. TOTAL PRICE	E. REFERENCE
	TECHNICAL SERVICES IN SUPPORT OF DOE/OAKLAND OFFICE PROGRAMS			
	OPTION YEAR TWO	LOT	\$179,574	*
9. PROVIDE NAME, ADDRESS AND TELEPHONE NUMBER FOR THE FOLLOWING (if available)				
A. CONTRACT ADMINISTRATION		B. AUDIT OFFICE		
DCMAAG Baltimore DCMDS-GMDOG 204 Townsend Blvd., West Towson, MD 21284-5299 (410) 339-4753		Defense Contract Audit Agency - Mid-Atlantic Region Renton Branch Office, Renton/Harmon Center 171 Eden Street, Suite 304 Herndon, VA 22070-4810 (703) 487-8221		
10. WILL YOU REQUEST THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," identify)		11. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete item 11B)		11. TYPE OF FINANCING (If any)
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> ADVANCE <input type="checkbox"/> PROGRESS PAYMENTS <input type="checkbox"/> GUARANTEED LOANS
12. HAVE YOU BEEN AWARDING ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (If "Yes," identify item(s) and contract number(s))		13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICE AND PROCEDURES AND FAR PART 31 COST PRINCIPLES? (If "No," explain)		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO See Cost and Pricing Data		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
14. COST ACCOUNTING STANDARDS BOARD (CASB) DATA (Public Law 91-370 as amended and FAR PART 30)				
A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATION? (If "No," explain as proposed)		B. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT (CASB DS-1 or 2)? (If "Yes," specify as proposed the office to which submitted and if determined to be adequate)		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO December 12, 1992 (See above ACOT)		
C. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NON-COMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? (If "Yes," explain as proposed)		D. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If "Yes," explain as proposed)		
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO See Cost and Pricing Data		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
This proposal is submitted in response to the RFP, contract, modification, etc. in item 1 and reflects our best estimate and/or actual costs as of this date and conforms with the instructions in FAR 13.804-6(b)(2), Table 15-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer or an authorized representative the right to examine, at any time before, award, those books, records, documents and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will assist in adequate evaluation of the proposed price.				
15. NAME AND TITLE (Type)		16. NAME OF FIRM		
Donna K. Broadwater Director, Corporate Pricing		BDM FEDERAL, INC.		
17. SIGNATURE		18. DATE OF SUBMISSION		
<i>Donna K. Broadwater</i>		JULY 5, 1995		

N35 7540-01-143-9843

(411-102)

*See Cost Element Detail

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All information contained on this page is considered to be proprietary data.

Volume IV Cost Proposal - Page 74

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SOUCTAHON. CONTRAC. MODIFICATION NO
DE-RP03-93SF196N

B. CHANGE ORDQ

PART S3 -FORMS

B. CHANGE ORDER

IFORM APPROVED OMS NO.
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~ TYPE OF CONmAcR ACTION (o..t)
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CONTRAcR PRICING PROPOSAL
COVER SHEET

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NAME AND ADDRESS OF Om:R.OI. (II""*Idt z;P C*) IJA. NAME AND mu Of OFFUOR'S POINT OF COWTACT 38. TELEPHONE NO.
LAUREEN TARPEY (703) 848-6624 CONTRACTS AD MJNISTRA TOR

BDM FEDERAL, INC.
1501 BDMWAY
MCLEAN, VIRGINIA 22102

C. PRICa REVISX»I P. <m{ER. (Specify)
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TYPE OF CONTRACT
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TECHNJCAL SERVICES.IN SUPPORT
OF DOE/OAKLAND OFFICE PROGRAMS

PLACE(S) AND PERIO~S) OF PERFORMANCE

B. PROVIDE NAME, ADDRESS AND TELEPHONE NUMBER FOR THE FOLLOWING POINT OF CONTACT	
CONTACT ADMINISTRATION	ADMIN OFFICE

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\$13,754

OFrION YEAR THREE

OAKLAND, CALIFORNIA

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DCMDs-GMOG
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Towsoa, MD 11104-5199 (410) 339-4753
10. WUL YOU REQUIRE 1){E USE (»' ANY GOVERNMENT PROPERTY ~ nm PERFORMANCE OP nus WORK? (If.Y idenIift)

~~~XLIIMM). DECEMBER 31.2~

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Volume IV Cost Proposal -Page 75

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BDM FEDERAL. INc.

I" DATE OF SUBMISSION

BDM'

)ERAL, INC.

PROPOSAL NO : 95-M033-1  
W8S NUMBER: TOTAL  
TIME INCREMENT: RATE YEAR COMBIHEp  
PRIME COMPANY: BDM FEDERAL. INC.

ITEM

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EXHIBIT A  
COST SUMMARY

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80M1 JERAL, INC.

PROPOSAL NO : 95-M033-1

WBS NUMBER: BASE.YR.I

TIME INCREMENT: RATE YEAR COMBINED

PRIME COMPANY: BDM FEDERAL, INC.

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EXHIBIT A

COST SUMMARY

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SUBTOTAL PRIME COMPANY

TOTAL COST PROFIT/FEE

TOTAL CPFF

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JEAAL, INC..

PROPOSAL NO : 95-H033-1  
WBS NUMBER: OPT.YR.l  
TIME INCREMENT: RAte YEAR COMBINED  
PRIME COMPANY: BDHFEDERAL INC.

ITEM  
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LOADED STAFF OVERHEAD SALARIES & WAGES  
CLASS COMPUTER SECURITY SPEC  
COMPUTER SPECIALIST  
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COST OF MONEY  
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EXHIBIT A  
COST SUMMARY

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AMOUNT (\$)

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this proposal or quotation." (APR 1984)**

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80M

JEAAL, INC.

PROPOSAL NO : 95-M033-1  
WBS NUMBER: OPT.YR.2  
TIME INCREMENT: RATE YEAR COMBINED  
PRIME COMPANY: BDM FEDERAL. INC.

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COMPUTER SPECIALIST'  
SUBTOTAL STAFF OVERHEAD SALARIES' WAGES  
ESTIMATED COST COST OF MONEY  
SUBTOTAL ~RIME COMPANY  
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EXHIBIT A  
COST SUMMARY

HOURS RATE (\$) AMOUNT (\$)

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this proposal or quotation." (JAFN 1994)

80M JEAAL, INC.

PROPOSAL NO : 95-M033-1  
WBS NUMBER: OPT.YR.3  
TIME INCREMENT: RATE YEAR COMBINED  
PRIME COMPANY: BDM FEDERAL. INC.

EXHIBIT A  
COST SUMMARY

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LOADED STAFF OVERHEAD SALARIES' WAGES  
CLASS COMPUTER SECURITY SPEC  
.COMPUTER SPECIALIST  
SUBTOTAL STAFF OVERHEAD SALARIES' WAGES  
ESTIMATED COST  
COST OF MONEY  
SUBTOTAL PRIME COMPANY

TOTAL COST PROFIT/FEE  
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171,902 288  
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BDM/MCL-95-MO33-PRP

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GENERAL INFORMATION  
SOH PROPOSAL FOR  
TECHNICAL SERVICES IN SUPPORT OF  
DOE/OAKLAND OFFICE PROGRAMS

The BDM Federal, Inc. (BDM) will accept a Cost Plus Fixed Fee subcontract with mutually acceptable terms and conditions. Payments are requested monthly. Payments should be forwarded to the following address:

BDM Federal, Inc. 'Philadelphia National Bank  
P.O. Box 8500-5- 63,65  
Philadelphia, PA 19178-0001

This proposal will is valid for a period of 90 days unless further extended in writing by BDM.

The following individual is authorized to represent BDM in contractual matters: Laureen Tarpey, Sr. Contract Administrator. She can be reached at (703) 848-6624. Her telecopy number is (703) 848-5139.

The ACO for BDM  
Towsontown Blvd., West, at (410) 339-4753.

Federal, Inc. is Mr. Towson, MD 21204-5299.

Charles Jones, 200 He can be reached

Volume IV Cost Proposal- Page 82

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~. CONTRACT PRICING PROPOSAL COVER SHEET DE RPOJ 98SF21671 OMB No.: 9000-G0t3  
'.;0 (Cost or Pricing Data Required) --Expires: 08/30191

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la. NAME OF OFFEROR Ja. NAY F 0 OR' POIH OF T,-  
Lionel Hende~son & Co., Inc Sophy J.Chung ~~~~

2b FIRST LINE ADDRESS 1b. Tm.E OF OFFER R'S PO!~T OF CONTACT AREA CODE 1U.48ER  
4827 Laguna Park Drive PrQject Manager 916 429-8601

2c. §~E,ET ADDRESS ~.PE F CONTRA A ON Check  
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lk Grove 758 -c. P-ICEREVISION/  
5. iYPE OF CONTRACT (Ch~J REDETERMINATION  
~ FFP 0 CPFF 0 CPIX 0 CPAF 6. PROPOSED COST (A+B~C  
\_0 FPI 0 OTHER (SpecdyJ A. ~OST a. PRORT/FEE C. TOT~


1,543,777 138,940 1,682,717  
7. PERFORMANCE

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| a. LINE ITEM NO. | b. IDENTIFICATION              | c. QUANTITY | d. TOTAL PRICE | e. PROP. REF. PAGE |
|------------------|--------------------------------|-------------|----------------|--------------------|
|                  | See attached Line Item Summary |             |                |                    |

|                                                                                                                 |                |                                                   |                        |
|-----------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------|------------------------|
| 8. PROVIDE THE FOLLOWING (If available)                                                                         |                |                                                   |                        |
| NAME OF CONTRACT ADMINISTRATION OFFICE<br>DOE Oakland Operations Office                                         |                | NAME OF AGENT OFFICE<br>DCAA Sierra Branch Office |                        |
| STREET ADDRESS<br>1301 Clay Street, Room 700N                                                                   |                | STREET ADDRESS<br>105 Lake Forest Way             |                        |
| CITY<br>Oakland                                                                                                 | STATE<br>CA    | ZIP CODE<br>94612                                 | CITY<br>Folsom         |
|                                                                                                                 | NUMBER<br>637- | AREA CODE<br>916                                  | STATE<br>CA            |
|                                                                                                                 |                | NUMBER<br>985-7012                                | ZIP CODE<br>95603-4708 |
| YES DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If Yes, complete Item 11B) |                | YES TYPE OF FINANCING (Check one)                 |                        |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREA CODE<br>570                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             | 1878                                                                                                                                                               |
| WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "yes" identify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                                                                                                                                                                    |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             | <input type="checkbox"/> GUARANTEED LOANS                                                                                                                          |
| 13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31, COST PRINCIPLES? (If "no," explain on reverse of form)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                                                                                                                                                                    |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                                                                                                                                                                    |
| 14. COST ACCOUNTING STANDARDS BOARD (CASB) DATA (Public Law 91-379 as amended and FAR PART 30)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                    |
| a. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATIONS? (If "No," explain in proposal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             | b. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT (CASB DS-1 or 2)? (If "Yes," specify in proposal the office to which submitted and if determined to be adequate) |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                |
| c. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                |
| This proposal is submitted in response to the solicitation, contract, modification, etc., in item 1 and reflects our estimate and/or actual costs as of this date and conforms with the instructions in FAR 13.534-4(b)(1), and Table 15-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer and authorized representatives the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or any other form, or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price. |                             |                                                                                                                                                                    |
| 15. NAME OF OFFEROR (Type)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 15. TITLE OF OFFEROR (Type) | 16. NAME OF FIRM                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | President                   |                                                                                                                                                                    |
| 17. SIGNATURE<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             | 18. DATE OF SUBMISSION<br>Sept. 9, 1998                                                                                                                            |
| AUTHORIZED FOR LOCAL REPRODUCTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             | STANDARD FORM 1411 (REV. 10-95)<br>Prescribed by GSA - FAR (48 CFR) 53.215-2(a)                                                                                    |

570

TELEPHONE

..., "e~ ~ Reference Solici ta tion

I-I YES I-I NO

12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS (OR THE SAME OR SIMILAR ITEMS WITHIN ~E PAST 3 YEARS? (If -ve.. 'ldl/lbfy  
lt8m(sJ. Cu.stCllrl!!!' .no COI7na IIIImber/a) 011- d fomI,J

☐ YES ☒ NO Small Business

C. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NONCOMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)

### e. UNPRICSD ORDER

t. OTHER~

nYES

***Lionel G. Henderson***

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2

☐ ADVANCE  
PAYMENT ☒ PROGRESS  
PAYMENTS

**NO**

Lionel Henderson &amp; Co.

**In-**

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**Office Services Support  
DOE Oakland Operations Office  
Proposal Submitted in Response to RFP DE-RPO3-98SF21671**

### Element of Cost

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**Oct One**

Oct Two

**!Q!!!**

## Reference

### Direct Labor

**\$328,416**

\$

290,816

~LWF0003  
\$

303,612

\$

922,844 Schedule 1

Direct Labor Overhead @

Travel

$D \div I \div I .4$   
31.88%  
 $I$   
 $0\backslash$

\$104,697

\$ 3,357

\$

92,710

\$ 3,109

\$

96,790

\$ 2,784

\$

294,197 Schedule 2

\$ 9,250 Schedule 3

Subtotal

\$436,469

\$

386,635

\$

403,186

\$ 1,226,291

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|         |    |        |    |         |    |         |
|---------|----|--------|----|---------|----|---------|
| 112,133 | \$ | 96,288 | \$ | 108,004 | \$ | 215,082 |
| 869     | \$ | 888    | \$ | 787     | \$ | 2,388   |

General & Administrative @

r'  
" f' 25.89%

\$113,002

\$ 100,100

\$ 104,385

\$ 317,487 Schedule 4

Estimated Cost

\$549,471

\$

486,735

\$

507,570

\$ 1,543.777

|               |  |
|---------------|--|
| Profit-Labor  |  |
| Profit-Travel |  |

Profit @ 9%

|    |        |    |        |    |        |    |         |
|----|--------|----|--------|----|--------|----|---------|
| \$ | 49,072 | \$ | 43,454 | \$ | 43,300 | \$ | 137,800 |
| \$ | 380    | \$ | 352    | \$ | 310    | \$ | 1,000   |

9.00%

\$ 49,452

\$ 43,806

\$ 45,681

~LWF0003

\$ 138,940

**Total Price**

\$598,924

\$

530,542

\$

553,252

\$ 1,682,717



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ENCLOSURE 1



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## Facsimile Transmittal Sheet



COMPANY: DOE OAKLAND

**DELIVER TO:** SANDRA SILVA

PHONE/EXT: (510) 637-1878

**FAX NUMBER:** (510) 637 2004

9

SENT BY: *Lionel Henderson*

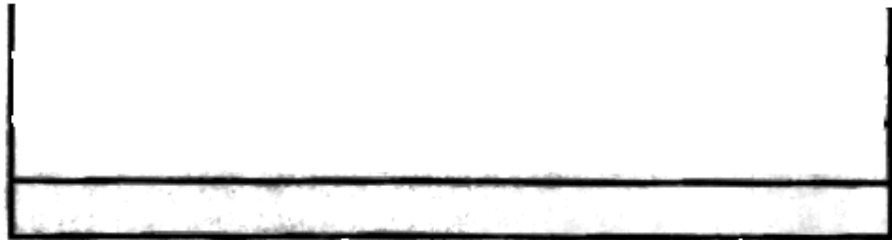
**PHONE/EXT: (916) 429-8601**

**FAX: (916) 429-6430**

DATE SENT: 9/29/98

**TIME:** : AM PM

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LIONEL HENDERSON &. CO., INC. Oakland OperatiOl\5 Office

In addition, the company President will be directly involved with the management of this contract. He will maintain open lines of communications with the COR and be available for telephone contact or to participate in meetings with the Government when necessary. He will also participate in the regularly scheduled pedormmce review meetings with the COR.

The office Manager will have authority to act for LHC on contract matters relating to day-to- day operation. He will be on site during normal duty hours and will be available to meet with Government personnel within 15 minutes of request. The Office Manager or his alternate will be available within 60 minutes during non duty hours to meet with Government personnel.

LHC will present driver's licenses and proof of insurance for employees assigned to operate vehicles. This shall be presented to the COR at the contraa commencement.

We win assemble, distribute, and/or post information regarding office services re]ated announcements/activities/issues. We will also electronically transmit prepared announcements to OAK employees! contractors regarding office services related aCtivities/issues.

#### *II.D.I.2 Position Descriptions*

Position descriptions for the positions to be used on this contract are provided in Appendix E. Our Human Resources Staff will maintain current position descriptions for each position.

#### *II.D.I.) Desk Top Proceduro*

LHC maintains written desk top procedures for both corporate and contraCt operations. Desk top procedures will be produced for each DOE contraCt position by November 15, 1998. These procedures will contain sufficient detail to serve as a training tool for new employees.

#### *II.D.I.4 Human Resources*

The LHC Management Team and Human Resources Staff will maintain open lines of communication with the COR to assure continuous knowledge of contract status. This inc~u.d~s im~edi~te notification of changes in employment statUS and relevant personnel aCtiViTies or sItuations.

#### */I.D.I.5 SaleZ)' Assessment*

The Office Manager will assure that all employees obtain appropriate security clearances, identification badges, building access cards, and driving records. During the firSt 10 working days of the contract, the Office Manager will conduct a safety assessment of the Office Services Center along with the COR and safety representative. The purpose of the assessment will be

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Action Item.t -Defme actions to prevent, address or resolve problems, including responsible personnel and timing.  
Important Dates -CommuniCate important meeting and program milestone dates covering the period up to the next meeriJ1c.

*Monthly Program RefJitVI Meeting.* Progress review/operational awareness meetings will be scheduled and conduCted as required by the COR and Contracting Officer. LHC recommends conduCting a Monthly Program Review with the Project Manager, or designee, the Office Manager, the on-site QC specialist, and the COR. Minutes of the meeting will provide a foundation for status repons and be included in the contraCt file.

*Quarterly Program Re'IJievJ M~mng.* On a quarterly basis, the Quality Assurance Manager and! or other LHC Corporate Management will mend the Monthly Program Rt'-iew Meeting. Minutes of the meeting will be prepared and included in the contract file.

U.D.2 Office Service Centers

LHC will manage and operate the office services ~ter for the DOE Oakland and Lawrence Livennore Nationality Laboratory locations as described below. These t'Wo locations will be the central starting point for all CUsomer requestS for office support services.

*IID. 2.1 Operarions at T~ Locations*

LHC will manage and operate the office services center and associated storage facilities for the DOE Oakland and Lawrence Livermore Nationality Laboratory locations from 7:00am to 5:00pJ11 each work day. The office service centers at both locations 'Will store and diStribute office supplies, copier supplies, forms, business equipment, vehicle keys, and storage room keys. Office service ~nter staff will also store and distribute audio/visual equipment md supplies, chairs, tables, moving equipment, excess furniture, and other materials as required. Laptop computers will de stored and distributed at the Livermore Site Office.

*II.D. 2. 2 Files and Records*

The Oakland office service center will be the central location for all files and records related to DOE office support services performed under this contract. All fues and records will be available and easily accessible to the COR or authorized Government representatives at all times. We will retain all supply. moto:, vehicle maintenance, and operating records in accordance with the General Records Schedule. Infonnation relating to specific records, files, and reports are described in the seCtions discussing those aCtivities.

*[LD.2.3 Customer Service St4tion*

A customer servi~ Station or window will be provided for answering inquiries and for receiving and issuing supplies, equipment use requeStS, mail, commuter checks, airline tickets, BART tickets, bridge toll ticketS, files, and other items as required. Knowledgeable and

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courteous personnel will Staff the CUStomer service station continuOUlly during nonnal working hours.

*IID. 2. 4 Sto.,~ Room F.dliria ..a Security*

Storage room facilities will be used IS appropriate to maintain supply inventories) equipment, excess furnitUre) and other items as requires. LHC will manage these store room facilities in an orderly and efficient manner.

All keys will be controlled and secures as des<;ribed in seaion n.D.'. A security container will be used to safeguard articles that hold a monetary value, sum as checks and ticketS. LHC staff will adhere to all security policies and procedures.

**D.D.3 Office Supplies**

LHC will ensure that a.iequue office supplies are available at DOE OAK and LSO at all times. This will include responsibility for general supply operations as described below.

*IJ.D.3.1 Adequate SNpplies*

General office supply operations will be managed throup maintaining a customer service area during nonnal office hours for customers to make request-' and inquires and to pick up supply items. lliC will be responsible for cataloging of the supplies, identification of supply items, sYStematic inventory comrol, requirements detenninatioD or standardization, and receiving. We will also arrange for tnnsportation quality control, which includes stor2ge, safeguarding. correcting discrepancies, and disposal of supplies as appropriate. and participate in planning activities with the COR.

LHC will ensure that adequate supplies are available at both the Oakland Operations Office (OAK) and the Livermore Site Office (LSO) by maintaining well..documented inventory. LHC will also partner with the Engineering and Faciiliti~ Management Division to develop standards to reduce the number of variations of a given. type of office supply. This will simplify the inventory process, making the proce!S of supplies manage~nt more efficient.

*/ID.J.2 Supply CAtalog anti Issu.nct of supplies*

A supply catalog will be established by the end of the 18 quarter (December 30. 1998) in order to assiSt customers in understanding what supplies are available for issuance or checkout. Office supplies will be issued to Customers who have initiated requesu. either in person at the Office S~rvices Center, or by telephone.

LHC will place orders using the General Service Administration (GSA) self-service and electronic ordering program after consolidating requiremenu received from both the OAK and LSO sites, and upon approval by the COR. We will participate in the development of standards to reduce the number of variations of a given t}"pe of office supply to reduce coSt and improve efficiency.

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*II.D.4.3 Equipmenr Records*

LHC staff will monitor Government provided equipment, we are in operation, and provide training prior to allowing access for new employees. As appropriate, LHC staff will note any equipment maintenance needs and perfOrDI minor adjUstmentS, cleaning, and both scheduled and unscheduled preventative maintenance when needed. We will inform the Government when major maintenance and/or replacement parts are needed.

Our staff will maintain a log of maintenance work by piece of equipment, to include malfunctions, difficulty of usage, as well as aU maintenance work n~ requested, and performed. We will assiSt DOE with scheduling appointments for equipment maintenance services such as annual cleaning and maintenance. The Quality Control staff will regularly check equipment and maintain logs II part of their review process.

**D.D.S Copier Machine Man2gement**

LHC staff will manage, maintain, and act as key operators for all the copiers at the site offices.

*IID.5.] Monthly Reports*

LHC's Key Operator will maintain two separate monthly reports to be submitted electronically to the Printing Manager and the COR by the 20.& of each month. One report includes a li~ of all copiers, monthly meter readings, model number, serial number, and location of copier. A second report of the down time of all copiers includes location, model number, serial number, description of problem, date service call was made, time service call was made, date technician arrived, time technician arrived, and any comments made by technician. In addition, the Key Copier Operator will track the C0st, size, and color of all paper orders and submit a repon of such to the Printing Manager and tbe COR each month.

*ILD.5.2 Copier Ma.chi~ St4tions*

LH C staff will ensure that all copier machine stations are stock~ with supplies such as paper I staplers, staple removers, paper wtters. etc. Our naif will order supplies for the copier machines as necessary and all supplies will be procured through the GSA. A sign will be posted at the stations to indiate any copy machines which are inoperable.

*IID.5.3 Key OpeYatoI' for Copiers*

LIFC staff will act as the key operator for copier macbin~ to offer assistance to customers and resolve any minor malfunctions on the Spot. Any major problems that cannot be resolved immediately will be reponed to the repair technician. Our staff ~ill serve as the liaison with the copier machine repair technicians by initiating and docum~nting service calls and documenting copier machine down times. The staff will follow through aCtivities to ensure that repairs are complete. In the case that a repair technician fails to service a copier machine, the Key Operator will report to the Printing Manager immediately. Any other issues or concerns, which may arise during the operations, will also be reported to the Printing

Manager.

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Revised September 28, 1998

Page 11-9

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LIONEL HENDERSON & CO., INC. Office Services Support for DOE  
Oakland Operations Office

We will sort and distribute mail twice per day in accordance with OAK mail sorting and distribution guidelines. Mail will be delivered to a customer via their divisional or office mailbox once in the morning, and once in the afternoon. This includes Customers at the Livermore Site Office (LSO). Mail will be delivered to the Berkeley Site Office (850) one per day and items for sites will be mailed daily. An appropriate delivery time will be established for BSO within three days of the start of the contract.

Items addressed to the Stanford Site Office (SSO) and the Energy Technology & Engineering Center (ETEC) Site Office located in Southern California will be mailed to them daily. These items will be mailed to SSO and ETEC by 1st class mail unless another option is requested by the COR or site office representative. On an as needed basis, not more than once per week, an office services driver will transport mail and equipment to SSO.

Office Services Center staff will maintain a log of all incoming proposals by solicitation number and due date. Each proposal will immediately be date and time stamped. The designated point of contact will be notified and the proposal held, unopened, until he or she picks up the proposal. When received prior to the due date, the proposals will be logged and properly safeguarded pending release to the addressee.

Accountable mail will be separated from other mail and each accountable container checked by registered, insured and certified number to ensure that all containers to be signed for are received. LHC employees will sign receipt for incoming, registered, insured, certified and express mail from USPS as well as verify delivery of Express Mail.

An LHC employee will sign for and document deliveries from small parcel delivery companies, and registered and certified mail. Content will be verified when appropriate and the items will be properly safeguarded pending release to the addressee.

LHC staff will contact the addressee to arrange for pick-up or delivery and provide Customer services by means of the Customer service window during all normal operating hours, Normal hours of operation are Monday through Friday from 7 A.M. until 5 P.M.

#### 11D.8.2 Cash Receipts and Airline Tickets

LHC will maintain a register that documents the daily receipt of checks. The register will include name, amount, check date, check type, serial number or check number, receipt date, and any other relevant information.

Checks will be deposited with the OAK Finance Division at least weekly on Thursday. Check will also be deposited whenever the total reaches \$5,000. LHC Staff will obtain appropriate signatures when making deposits and comply with the DOE Accounting Handbook.

LHC will maintain a register that documents the daily receipt of airline tickets. The register will include traveler's name, ticket number, location, receipt date, notification for pickup

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Revised September 28, 1998

Page 11-11

Preparation and Maintenance Guidelin~ so that CULtomen will have access to contract/fmancial assistance files u needed. DOE/OAK will provide initial tning to LHC file room staff on the Versatile Records Management System. UiC.staff will become knowledgeable and operate the VerslC11e Records Mana&eJnent System software program.

#### *IID.9.3 Bar Codes*

During the base period of contract operations LHC will evaluate available bar code options and recommend an appropriate solucion to DOE. We will ensure that the files are bar<oded, shelved, and maintained. We will also assure authorized CUsomer access for file check- out! check.in is provided. Our Staff will place adheaive bar codes on the file in an orderly fashion and provide updates when new files are added and closeout files are removed. Bar- coded files will be entered into the computer so that the check out process will be maintained systematically.

#### *IID. 9. 4 Closeour 4nJ T rlllnsfer*

When notified by the OAK closeout representative, LHC staff WI"ll complete aU activities associated with closeout file preparation according to DOE OAK guidelines. Files that require transfer from one DOE office to another, upon notifiC2tioD by the OAK representative will be safely tnsported through the shuttle service. All tranSfen will be complete and a record of the transfers will be maintained.

#### *IID.9.5 Annualln~to'I'*

An annual inventory will be conduaed and completed within one week during the month of March. All active contract and financial as.1istInce files will be inventoried. The inventory will include a liSt of contraCtS by name, contnCt number, number of files associated with the contract number and file type. The completed inventory will be compared ~nst the Procurement and Assistance Data System (PADS) and any resulting discrepancies will be investigated and resolved.

#### *n.D.tO Vehicle Fleet Operations*

LHC will manage motor pool fle< operations and maintenance activity for GSA leased vehicles assigned to designated DOE site5. We will monitor and ~ent ~cle usage to assure compliance with GSA regulations and guidelines. This includes use of the credit card and parking access card assigned to each vehicle.

#### *IID.IO.1 LeasedGSA Vehicles*

Vehicles leased from the GSA are assigned to OAK and each siu office. LHC employees will use the assigned vehicle for conducting official Government business only, and LHC assumes the responsibility for the vehicle while in itS care. Vehicles will also be reserved to conduct shuttle and mail delivery services.

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#### fi.D.14 Relocation and Transporting Semcs

At the request of EFMD technician lead for relocation/moves, LHC will assign employees and vehicle drivers, and arrange for a moving vehicle, to relocate office furniture, equipment, and other boxed materials internally at the site offices or from one site office to another. LHC staff will identify useful furniture no longer required by one Customer as excess furniture and transport it to storage.

### n.D.1S Commute Subsidy Check Distn"bution

Commutate subsidy checks provided to LHC will be safeguarded until the time of issuance. LHC will establish a check distribution schedule within 10 days of the transition phase and present it to the COR for concurrence. The General Clerks will issue checks according to the schedule and using the list of eligible employees provided by the COR.

LHC's QC Specialist will eStablish and maintain a validation and reconciliation process to ensure the integrity of the check distribution activities within 30 days of contract commencement. She will also emure that no employee is to receive more than tWo 520 checks per calendar month.

## Il.D.16 Building Operations and Maint~aDce

### *ILD.16.1* *ILD.16.1 Trouble CJs*

Within 45 days after contract commencement, IIC staff will partner with the EFM and LSO technical leads in establishing and maintaining a procedure to receive, report and address CUSomer concerns of building engineering and housekeeping problems or defects. W fitten ~delines will be developed to inform customers of such procedures and submitter to the COR for concurrence.

### IID.16.2 Installation of Lamps and Light Fixtures

CUSTOMERS 'Who require installation or replacement lamps in the syStems furniture light fL>..''tUres will fill out a Maintenance RequeSt fonD (see Exhibit. m.3) and submit it to supply t~hnjcian. The LHC technician will inStall or replace the lamps as n~.

### *Il.D.16.3 Office Signage*

LHC office support staff will assist with the distribution and placement of office signage, S'JCh as door name signs. Office Support Staff will also assist with hanging of pictures in conference rooms at the customer's request. The same and similar building support services will be scheduled and performed, with the approval of the technical lead responsible for building operations, in a manner that will provide maximum Customer satisfaction without disruption of other services.

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#### ILD.16. 4 Fumitu,e Cleaning and M4intm.na

As part of our inventory process discussed in Section 4, we will maintain Custodial responsibility over assigned furniture and fixtures. This will include maintaining accurate counts and locations for all assigned items of furniture. We will identify chairs and other items of furniture that require professional cleaning, repair, or replacement and make recommendation to the appropriate DOE representative.

### D.D.17 Keys MID2gement

LHC possesses a facility clearance at the SECRET level for our Air Force contracts. Our employees will comply with all security requirements and UIC management will agree to all security requirements of this contract. All keys will be stored in a key box by type and key number. We will implement a system similar to our postal contract systems where we maintain control of keys to various locks, including hundreds of mail boxes.

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Revised September 28, 1998

Page 11-19

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## Indirect Costs (Overhead) DE-RPO3-98SF21671 Schedule 2

### OVERHEAD/FRINGE BENEFITS

This rate is based on the following pool of direct lab

#### ACCOUNTS

Holidays

Vacation

Health & Welfare

FICA

FUI/SUI

Workers Compensation/Liability Insurance TOTAL

98 EST

\$ 11,854

\$ 15,217

\$ 31,803

\$ 23,577 \$ 2,944 \$ 3,412

\$ 88,806

\$ 278,560 0.3188

Schedule 2  
G and A Rate

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COST ELEMENT

**W**

**Direct labor**

**Indirect Costs**

**Other Costs**  
**Travel**

**G&A**

**Fee**

**TOTAL**

**Line Item Summary**  
**DE-RP03-98SF21671**

PROPOSED CONTRACT ESTIMA TED~ TOTAL COST  
**W**

PROPOSED CONTRACT  
ESTIMATED-UNIT COST  
**W**

REFERENCE

**(.4)**

**\$**

**922,844**

**\$**

**294,197**

**\$**

9,250

\$

317,487

\$ 138,940

\$

1,682,717

\$

24,285 Mo Enclosure 1

\$

7.742 Mo

Schedule 2

\$

243 Mo

Schedule 3

\$

8,355 Mo

Schedule 4

\$ 3165~ Mo

Enclosure 1

\$

44,282 Mo

Enclosure 1

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General and Administrative Expense  
DE-RPO3-98SF21671  
Schedule 4

ACCOUNTS

HISTORICAL

98 EST

SALARIES & WAGES \$ 311,965 BANK SERVICES FEES \$ 9,110 OFFICE EXPENSES \$ 27,829 PROFESSIONAL FEES \$ 15,948 SUPPLIES \$ 25,926 RENT & LEASE \$ 41,746 TELEPHONE \$ 10,088 TRAVEL \$ 38,529 TAXES, LICENSES & FEES \$ 4,239 DEPRECIATION EXPENSE \$ 15,269

\$ 502,547 10,979  
\$ 33,484  
37,013  
\$ 25,926 \$ 49,524 \$ 11,394 \$ 44,493 \$ 4,239 \$ 24,194

TOTAL  
TOTAL Direct Labor & OH G&A RATE

\$ 500,649 \$1,938,378  
0.2583

\$ 743,792 \$2,873,060  
0.2589

LHC

Schedule 4 G and A Rate

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Office Support Services  
DOE Oakland Operations Office  
Solicitation No. DE-RPO3-98SF21671

Schedule 3

Descrintion  
Base Period (14 Months)

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28 Trips at 200 miles each 10 Staff nights hotel  
15 Days Per Diem Subtotal

\$1,736  
\$1,111  
~2IQ  
\$3,357

\$ 449 \$ 288

un  
\$ 869

5197 5126  
~  
5381

Option Period One (12 Months) 24 Trips at 200 miles each 10 Staff nights hotel  
15 Days Per Diem  
Subtotal

\$1,488 \$1,111  
L...2IQ  
\$3,109

\$ 385 \$ 288  
~  
\$ 805

5169 S126  
~  
S353

Option Period Two (12 Months) 24 Trips at 200 miles each 10 Staff nights hotel  
15 Days Per Diem Subtotal

\$1,488 \$ 888

~LWF0003

\$ 408-  
\$2,784

\$ 385  
\$ 230  
I-1Q\$.  
\$ 721

S169 S101  
}-:!Q  
5316

Total

\$9,250

\$2,395

\$1.050

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\$2,382 \$1,525  
L-1QQ  
\$4,607

\$2,042 \$1,525  
\$ 700  
\$4,267

\$2,042 \$1,219  
\$ 560  
\$3,821

\$12,695

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A-I.

B.

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D.

**Base Period Cost Summary .Direct Labor**  
**.Travel**  
**Option One Cost Summary .Direct Labor**  
**.Travel**  
**Option Two Cost Summary .Direct Labor**  
**.Travel**

**Enclosure 1**  
**Schedule 3**

### Labor Cost Detail

**Cost and Pricing Data**  
**.Overhead Rate**  
**.General & Administrative Expense Rate**

**Other Cost or Pricing Information**  
**.Identification of Estimates**  
**.Identification of Contingencies**  
**.Data Not Included**  
**.Other Actions that Could Materially Impact the Cost .Labor Rates**

" -  
LIONEL HENDERSON & CO., INC. " ;;; Office Services Support for DOE Oakland Operations Office  
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### COST BASIS DETAIL

Page B-1

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U.s. SMALL BUSINESS AOMINI3TRA TION  
SAN FP.A.NCISCO DISTRICT OFFICE 4~~ MARKET STP.i.ET. 5TH FLOOR SAN FRANCISCO. CA 9410S.2~20

September 26, 1997

Lionel Henderson, President Lionel Henderson & Co., Inc. 4827 Laguna Park Drive, Suite 3 Elk Grove, CA 95758-5159

Dear Mr. Henderson:

Per your request, your company's rates as reviewed by DCAA recently were:

Overhead

1997 1998

34.01% 31.88%

G &; A

1997  
1.9.98

25.94% 25.8.9%

sincerely,

-.

*Cynthia Marymee*  
Cynthia Marymee  
Contract Development Specialist

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B. labor Cost Detail-Base  
OFFICE SERVICES SUPPORT  
DOE OAKLAND OPERATIONS OFFICE

Detailed Cost Data

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DOE Oakland

Genera! Clerk I

OIL  
RATE  
\$ 20.00

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\$ 9.10 \$ 9.62 \$ 9.62 \$ 9.62
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2210 2210 2210 2210 2210 2210

DIL.
COST
\$ 45,160

TOTAL
EARNING
\$ 48,600

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\$ 874 \$ 924 \$ 924 \$ 924  
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\$ 1,440

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\$ 2.800 i

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\$ 1,~!
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\$ 1.446
\$ 1,755 \$ 3,467 I

-- 3,400 \$ 3,400 \$ 3,400 \$ 3,400 \$ 3,400 \$ 3,400

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1692 1788 1788 1788  
2298 2298

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TOTAL

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7583 7807 7807 7807
8986

8986

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50428 46942 27694 29067 29067 29067 36302 36302

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G&A

150061

13056  
12153  
7170  
7526 7526 7526  
9399  
9399

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9.0% FEE  
6567

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TOTAL  
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5714 5319 3138 3293  
---  
3293 3293 4113 4113

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Labor rates are calculated based of 2210 net productive hours for a 14 month, two day base period.  
Six additional days (9/21-28) were added for the Office Manager  
The G&A rate used is our OCAA approved rate.

HOLS- Twelve paid holidays during base period

NAC-Each empl~~ earns 80 or 120 vacation hoUI\$ per year (117E

H/W-Health and welfare fringe benefits of \$1.39 include:



base Period) I

40 hours of sick leave per year

Health and life Insurance I

|                                                      |
|------------------------------------------------------|
| 401k and profit sharing                              |
| Paid administrative leave                            |
| FICA-7.65%                                           |
| FUI/SUI-Federal and state unemployment insurance     |
| W/C INS-Workers Compensation and liability insurance |

38002 39886  
39886  
39886 49813 49813

LABOR CATEGORY

Office Manager  
Material Coordinator \$ 16,39 2210 1 36,222 \$ 39,828 \$ 1,573 \$ 1,918 \$ 3,400 3047 ~upplyTechnician \$17.71 2210 \$ 39,139 \$ 43,035 \$ 1,700 \$ 2,072 \$ 3,400 3292 Dispatcher \$ \_16.39 2210 \$ 36,22~ \$ 39,828 \$ 1,573 \$ 1,918 \$ 3,400

General Clerk Ii General Clerk II General Clerk Ii  
General Clerk"" ~  
~~~~r~1 ~~~~I!~ ~~~~  
I Production ContrOl Ck
TioTAI'11 FTE

5161

286
303 303 303
389
389 472

107211

469421

121531

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594701

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B. labor Cost Detail-Opt 1
OFFICE SERVICES SUPPORT
DOE OAKLAND OPERATIONS OFFICE

Detailed Cost Data

DIL

INET PRO I Oil.

I TOTAL

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~ 32,169 ~!-
\$ 34,760 \$ 38,458

18801

I \$ 20,890 , : \$ 20,890 \$ 26,840 \$ 26,840

~ ~ ~ ~,!~?~

\$ 321.754

Labor rates are calculated based of 1880 net productive hours per year.

The G&A rate used is our DCAA aooroved rate.

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HOLS

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\$ 1,369

VAC

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~ 1!! \$ 1,479 I \$ 1,849

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FICA
3322 2723 2942

FUI
56
56

561

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TOTAL W/C INS
688 564
610

FRINGES
11345 9525
10038

D/L+ FRINGES
50599
41694
44798

25.89%
G&A
13100 10795 11598

9.0% I TOT., -
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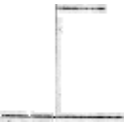
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\$ 1,032 \$ 1,290 \$ 2,891  
\$ 1,032 \$ 1,290 I 5 2,891  
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~12,375 I \$ 15,887 I \$31,803 I \$ 24,614 ,I

1598

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1598

1598 2053 2053 2492



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**I** Z11

\$~16 I \$ 2,321 \$ 5,1~ I \$ 92,716 I \$~,532 I \$ 99,296 I \$ 43.455 I

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6895 6895 7960 7960

8985

24554

32219 32219 38426

-

6357 6674

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6674 6674 8341 8341 9948

-

2782 2921

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2921 2921

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3650 3650

4354

HOLS-Ten paid holidays per year

VAC-Each employee earns 80 or 120 vacation hours per year

HW-Health and welfare fringe benefits of \$1.39 include:



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**B. Labor Cost Detail-Opt 2**  
**OFFICE SERVICES SUPPORT**  
**DOE OAKLAND OPERATIONS OFFICE**

Detailed Cost Data

Material Coordinator  
~~~~~\_ '!..e-=h~~-  
Dispatcher
General Clerk I Gencral Clerk II Gencral Clerk II General Clerk II
General Clerk II
General Clerk II
Production Control Ck \$ 16.35 TOTAL 11 FTE

OIL

~!!~

I HOURS

OIL.
COST

1880
1880 1880 1880 1880 1880
1880

1 ' ''
I Labor rates are calculated based of 1880 net productive houl
Th;G~ used Is our DCAA approved rate.!

18801 \$ 33.584 I \$ 37.157.1 \$ 1,4291 \$ 1.786 I

TOTAL
--
EARNING

I \$ 36,289
I\$--33:584
I \$ 18,647 \$ 19,712
~~~~~!!~

i!~~~~~  
i \$ 25.327

\$ 13.47 I

~~~~,~~  
\$ 37,157 \$ 20,630
\$ 21,809
~~~~~!~  
\$ 21,809  
-\$- 28,021 I

~LWF0003  
\_18801 \$ 25,327 I \$ 28,O2\_1\_1~\_1.Q!~ I \$ 1,347 I \$ 2,995 I

HOLS

18801 \$ 30,7361 \$ 34,0061 \$ 1,3081 \$ 1.6351} 2.9951

~ ~ ~ ~ ~ ~ ~ ~  
\$ 1,429 5 1,786  
\$ 793 5 992 \$ 839 05 1,049  
~~~~~ .!\_!!~~  
\$ 839 \$ 1,049

\$ 1,078 \$ 1,347 I \$ 2,995 I

VAC

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H/W
\$ 2,995 \$ 2,995
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\$ 2,995 \$ 2,995 \$ 2,995  
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FICA

3469 2843 3071  
2843  
1578 1668 1668  
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1668  
2144  
2144  
2601  
\$ 25,697  
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COST

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11861 9952 10491  
9952  
6976 7189 7189 7189

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52843  
26901

13681

5987  
3048

72511  
36913  
36913

I HOLS- Ten ~Id holidays per year

~

|                                                           |
|-----------------------------------------------------------|
| VAC-Each employee earns 80 or 120 vacation hours per year |
| HW-Health and welfare fringe benefits of \$1.44 include:  |
| 40 hours of sick leave per year                           |
| Health and life insurance                                 |
| 401k and profit sharing                                   |
| Paid administrative leave                                 |

FICA-7.65%

IEUI/SUI-Federal and state unemployment Insurance I

~~.Workers Compensation and liability insurance

DOE Oakland

..ABOR CATEGORY

I Office Manager

I \$ 21.80 I



~LWF0003

j 2,616 I

4761

83071

336341

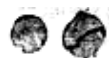
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LHC Schedule 1 Page 3 of 3



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ORIGINAL

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## Proposal

**To Provide Office Services Support For  
U.S. Department of Energy  
Oakland Operations Office**

**September 9, 1998**

**In Response to Request for Proposal SOL No. DE-RPO3-98SF21671**

Presented To:  
U.S. Department of Energy  
Oakland Operations Office  
1301 Clay Street, Room 100N  
Oakland, CA 94612-5208

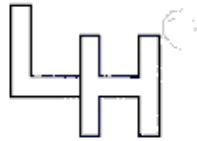
Presented By:

**Lionel Henderson & Co., Inc.**

4827 laguna Park Drive, Suite 3

Elk Grove, CA 95758-5159

lhcs~ic@cwo.com



**LIONEL HENDERSON & CO., INC.**

Sept 9, 1998

Department of Energy Oakland Operations Office Attn: Ms. Sandra R. Silva 1301 Clay Street, Room 700N Oakland, CA 94612- 5208

Re:

Solicitation Number DE-RPO3-98SF 21671, Office Services Support due Sept 14, 1998

Dear Ms. Silva,

Lionel Henderson & Co., Inc. (LHC) is pleased to submit this Proposal in response to the above referenced Fixed Price solicitation. This proposal is presented in original and three (3) copies. Our proposal is a firm offer for 120 days and is fully responsive to the terms and conditions, and all the requirements of the Request for Proposal, with no exceptions or deviations. LHC anticipates the uses of Government Furnished Equipment (GFE) as described in your solicitation.

This proposal reflects our estimate and/or actual costs as *of* this date and conforms with the instructions in FAR 15.403-5(b)(I) and Table 15-2. By submitting this proposal, we grant the Contracting Officer and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless *of* type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation *of* the proposed price. The proposed cost for this solicitation is \$1,543,777, the profit is \$138,940, and total for three contract periods is \$1,682,717.

LHC is an 8(a) small disadvantaged business and not subject to cost accounting standards. The point of contract for LHC and authorized representative is Sophy J. Chung, our proposed Project Manager. We recognize the importance of your new contract r~quirement and welcome the opportunity to provide the services requested. To ensure that this contract is handled in the most effective and efficient manner possible, it will receive my personal attention and commitment. LHC, at the present time, has no lobbying activities nor Organizational Conflict of Interest.

(916) 429-8601

FAX (916) 429-6430

Email lhcsic@cwo.com

4827 Laguna Park Drive, Suite 3 Elk Grove, California 95758-5159 Web Page lionelhenderson.com

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Please contact me or Ms. Chung at (916) 429-8601 or [lhcs-ic@cwco.com](mailto:lhcs-ic@cwco.com) if there are any question, or if you require additional information. Thank you for considering Lionel Henderson & Co., Inc. for this important opportunity to provide Office Services Support to the Department of Energy, Oakland Operations Office.

Sincerely,  
L~::~<~:~::~~::~~::~~ A-L :::::-  
Lionel G. Henderson, CPA  
President

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## Proposal

To Provide Office Services Support  
For  
U.S. Department of Energy  
Oakland Operations Office

September 9, 1998

In Response to Request for Proposal SOL No. DE-RPO3-98SF21671

This proposal or quotation includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed -in whole or in part -for any purpose other than to evaluate the proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of this -or in connection with -the submission of this data, the Government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this proposal if it is obtained from another source ~ithout restriction. The data subject to this restriction is contained on all pages within this proposal.

Presented To:  
U.S. Department of Energy Oakland Operations Office  
1301 Clay Street, Room 100N Oakland, CA 94612-5208

Presented By:  
Lionel Henderson & Co., Inc.  
4827 Laguna Park Drive, Suite 3  
Elk Grove, CA 95758-5159  
[Ihcs\\_ic@cwco.com](mailto:Ihcs_ic@cwco.com)

LIONEL HENDERSON & CO., INC.   Office Services Support for DOE  
Oakland Operations Office

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### SECTION I.

## TABLE OF CONTENTS

FIRM BACKGROUND AND HISTORY 1-1

I.B

CORPORATE RESOURCES 1-2

EXPERIENCE 1-3

KEY INDIVIDUAL QUALIFICATIONS 1-7

EEO POLICIES 1-9

SECTION II.

MANAGEMENT APPROACH n-1

PROGRAM REPORTING 11-1

SAFETY AND HEALTH 11-1

CONTRACT EMPLOYEES 11-2

SPECIFIC TASK II-2

II.D.1

II.D.2

II.D.3 II.D.4

II.D.S

II.D.6

II.D.7

II.D.S

II.D.9

II.D.10

II.D.II

II.D.12 II.D.13

II.D.14

## II.D.15 II.D.16

General Requirements II-2 Office Service Centers II-6 Office Supplies II-6 Equipment/Business Machines II-8 Copier Machine Management II-8 Printing Deliveries II-9 Forms Management 11-9 Mail Operations and Services 11-10 File Management 11-12 Vehicle Fleet Operations II-13 Shuttle Services ~ 11-16 Bridge Toll Ticket Distribution II-16 BART Ticket Distribution 11-16 Relocation and Transporting Services 11-17 Commute Subsidy Check Distribution 11-17 Trouble Calls 11-17

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Page i

LENN HENDERSON & CO., INC.



Office Services Support for DOE  
Oakland Operations Office

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II.D.ts

II.D.19

## SECTION III.

Installation of Lamps and Light Fixtures 11-17

Keys Management 11.17

Conference Room Set-Up 11.20 QUALITY AND CONFIDENTIALITY 111-1

*QUALITY ASSURANCE* III-1

*CONFIDENTIALITY & SECURITY* 111-2

## SECTION Iv.

BUDGET AND PROFESSIONAL FEES IV-1

*RECURRING COSTS IV-1*

IV.A.1 Labor IV-1 IV .A.2 Overhead Costs IV-1 IV .A.3 Costing Basis Detail IV-1

*.R COST MANAGEMENT IV-2*

## SECTION v.

HUMAN RESOURCES MANAGEMENT PLAN V-1

*EMPLOYEE FRINGE BENEFITS Y-1*

RETENTION OF INCUMBENT PERSONNEL V-3

APPEND IX A -REPRESENTATIONS, CERTIFI CATIONS AND  
OTHER STATEMENTS A-1

APPENDIX B -COST BASIS DETAIL B-1

APPENDIX C -QUALITY ASSURANCE GUIDELINES C-1

APPENDIX D -RESUMES OF KEY STAFF D-1

APPENDIX E -POSITION DESCRIFYTION E-1

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Page ii

LIONEL HENDERSON & CO., INC.

Office Services Support for DOE Oakland Ooerations Office

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Proposal To Provide Office Services Support to  
Department of Energy/Oakland Operations Office

the

US

*Lionel Henderson & Co., Inc. (LHC) is pleased to submit this proposal in response to all requirements as specified in Solicitation. Number DE.RPO3.98SF21671. LHC shall provide office support and vehicle fleet operations services as defined in the performance work statement. This proposal is fully responsive to the terms and conditions, and all the requirements of the Solicitation, with no exceptions or deviations.*

SEcnON I. FIRM BACKGROUND AND HISTORY

Lionel Henderson & Co., Inc. (LHC) is a diversified professional services firm that specializes in providing accounting, business management and facility support services to its clients. The firm occupies offices at 4827 Laguna Park Drive, Suite 3, Elk Grove, California 95758-5159. The telephone number is (916) 429-8601, the facsimile number is (916) 429-6430 and the Email address is lhcsjC@cwo.com. LHC has no parent or affiliated companies.

The firm was established in January 1986 by Mr. Lionel G. Henderson, who has more than 20 years of diversified professional experience in auditing, accounting, operational management, and business consulting. The firm is certified as a Small Business by the State of California, and is a participant in the Small Business Administration's 8(a) Program.

LHC was originally founded as a Certified Public Accounting firm, and today continues to offer accounting, audit, and financial management services to Federal, State and local government, and to commercial clients. The firm is in good standing with the State of California Board of Accountancy, and with the American Institute of Certified Public Accountants (AICP A). Our current focus is to provide clients with information management, data processing, facility support, and administrative support services.

The firm's reputation for responsiveness, integrity, and professional expertise is recognized by an expanding group of clients that include the State of California's Department of Insurance, Department of Social Services, Department of Parks and Recreation, and the Department of Conservation Recycling Program. Federal clients include the Federal Emergency Management Agency that operates the Federal Crime Insurance Program and the National Flood Insurance Program; the Federal Highway Administration; the U.S. Air Force, the Department of Agriculture; and the Department of Justice. Other clients include many private firms and organizations that provide services to, or are financed by, Federal, State, and local government agencies. Since our establishment in 1986, the firm has performed successfully on more than 100 client engagements, demonstrating an exemplary record of professional performance, on-time delivery, and within-cost (within-budget) performance.

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Page 1-1

LIONEL HENDERSON & CO., INC. (~~ '.') \ Office Services Support for DOE  
 .Oakland Operations Office

e '+:| "" "  
 ..f

LHC's size is well suited for this Office Support Services contract. The acquisition of this new business will be an appropriate and important addition to our company. We have sufficient strength and resources to perform the required services, yet we are not so large that the contract will not be closely monitored at LHC's senior management level.

As the President and Chief Executive Officer of LHC, Mr. Henderson's role on all engagements is to ensure that project team members clearly understand the client's operating environment and contracting objectives. Mr. Henderson also ensures that there are reviews, controls, and technical inputs to minimize or eliminate errors or inefficiencies. Mr. Henderson will be centrally involved in contract phase-in, during the initial implementation of the contract, and in the continuing management and administration of this contract effort. His role and the overall commitment of our organization in the support of this contract is well documented in other areas of this Proposal.

LHC's current personnel resources consist of approximately 100 employees. It is our intention to transition existing personnel from the previous contractor and to supplement this core staff with new-hires where and when appropriate. We do not anticipate problems identifying or recruiting qualified staff for this effort, and are confident that timeliness for transition and operation will not be jeopardized by staffing requirements.

As stated above, LHC is a California-based company headquartered in Elk Grove, and certified by the State of California as a Small Business, and by Caltrans as a Minority Business Enterprise. Our business plan has been developed to focus on identifying and pursuing new business opportunities in the State, and most of our current contract operations are in California. Although we currently support clients in Nevada, Hawaii, the District of Columbia, Maryland and Virginia, more than 50 percent of our employees reside in California and support client sites throughout the State.

#### *LA CORPORA TE RESOURCES*

LHC has the financial resources required to perform successfully on this contract. We will use cash-on-hand and an established line of credit (United Bank in Reston, Virginia) to finance the start up costs and financing expenses of this contract. These resources will meet payroll obligations, pay for out-of-pocket costs, and meet contractual requirements.

*Human Resources.* Our Human Resources Department will provide primary support for program staffing requirements and personnel actions. It will be responsible for coordinating recruiting, interviewing and testing, reference checking, and wage determination for all personnel assigned to the contract. Our staff is familiar with Federal Wage Determination requirements as well as state labor law requirements. It will be the responsibility of Human Resources to establish the job qualifications and suitability of all prospective employees through careful pre-employment inquiries.

*Administration.* Administration is responsible for payroll, benefits administration, travel support, and property acquisition and control. It will assist the Office Manager to develop a

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Page 1-2

(:1 : \, Office Services Support for DOE , Oakland Operations Office

:

LIONEL HENDERSON & CO., INC

~j::e,  
~;;

Safety and Health Program for the contract work force that meets requirements of Federal, State, and local codes.

***LB EXPERIENCE***

The three contract summaries presented on the following pages were chosen because of their direct relevance to this Office Support Services contract. The cited contracts permitted us to develop the managerial tools and gain the experience that will be brought to this effort. We believe that our contract performance records, as well as our technical and management approaches, clearly exhibit our diverse capabilities and strongly attest to our ability for assuming responsibility for the management and technical support of this highly visible contract.

In each of the contracts that follow, LHC staff on-site are supporting the client in a shared government/contractor environment. These contracts are examples of successful transfers of incumbent employees from a phase-out contractor without any attrition or disruption to client business operations. In the case of the Department of Justice (DynCorp) contract, LHC is managing employees at 12 different Federal offices in such geographically dispersed locations as Los Angeles, Las Vegas, and Honolulu.

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Page 1-3

LIONEL HENDERSON & CO., INC.

Office Services Support for OGC  
Oakland Operations Office

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Client:

Address:

Client Contact:

Contracts:

Contract No:

Period of Performance:

Place of Performance:

Services Performed:

Contract Type and Value:

Description of Work:

Department of the Air Force

Onizuka Air Station, CA 94089



**Ms. Mary Crawford 408-752-4548**

**Ms. Ivy Abafo**

**408-752-3858**

**FA2550-98-(-OO4**

**October 1, 1997 to September 30, 1998**

**On-site at Onizuka Air Station and Moffitt Field, CA**

**Information Management Services**

**Fixed Price**

**\$280,000**

**LHC transitioned staff from an incumbent contractor to provide Administrative Communications, Base Locator, Postal Service Center (PSC) and Publication and Forms Distribution Office (PDQ) Services on-site at Onizuka Air Station.**

**LHC operates the PSC to provide services to receive, process and distribute mail, maintain files, manage receptacles and provide customer service. LHC also provides services for receiving, processing, distributing, and dispatching classified and unclassified official mail; communications, forms, publications, and parcels for all base supported activities. LHC plans, organizes and operates the automated PDQ and updates the Automated Personnel Data System. LHC provides all organizational maintenance an assigned vehicle including inspections and reporting of discrepancies to the Base Transportation office.**

**LHC advises on all areas related to postal matters and distribution management and respond to official inquiries from the base population serviced. LHC staff manages correspondence preparation using government regulations and training classes for personnel who request or are in need of the information. Correspondence procedures and categorical addresses are established as needed. LHC determines the most cost- effective mode to satisfy parcel delivery requirements.**

**We advise users of the correct procedures for sending official mail and/or administrative communication. We also advise of cost-effective postage is used per Government regulations. We secure and maintain postage meters and submit required reports.**

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**Page 1-4**

**LIONEL HENDERSON & CO., INC. It ~ Office Services Support for DOE Oakland Operations Office**

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**Client:**

**Address:**

**Client Contact:**

**Contracts:**

**Contract No:**

**Period of Performance!**

**Place of Performance:**

**DynCorp**

**2000 Edmund Halley Drive Reston, Virginia 22091**

**Mark Mueller**

**(703) 264-8611**

**J.D. Wininger**

**(703) 264-9531**

**3C-W- JMD-OOSO**

**February 3, 1995 to December 31, 1998**

**On-site at Federal offices in:**

**Riverside, CA**

**Los Angeles, CA**

**Reno, NV**

**Honolulu, HI**

**Van Nuys, CA**

**Santa Ana, CA**

**Las Vegas, NV**

**Services Pelformed: Administrative Support Services**

**tontract Type and Value:**

**IDIQ T&M**

**Descril}:tion of Work:**

**\$7,544,320**

LHC is providing professional, administrative, and management support to the Department of Justice (DOJ), Asset Forfeiture Support Program as a subcontractor to DynCorp. Fifty six employees are assigned to 13 DOJ agency offices in California, Nevada, and Hawaii under the \$7.5 million subcontract. Responsible for database management, investigations of assets worldwide, property management and disposition of seized properties as well as inventory control of all seized assets, paralegal support for judicial and administrative forfeiture processing, and support to agents during the seizure process.

Federal agencies under the contract include the Drug Enforcement Administration (DEA), the Federal Bureau of Investigation (FBI), the U.S. Attorney's Office (USAO), and the U.S. Marshals Service (USMS). Support of the contract involves access to information concerning planned and on-going investigations and litigations, and employees are required to successfully pass background investigations and drug tests as part of their employment screening.

All work performed under the contract is subject to a Quality Control System that ensures that services are completed in accordance with acceptable principles of internal control, and meet specified, acceptable levels of quality.

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Page 1-5

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Contracts:

Contract No:

Period of Performance:

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Place of Performance

Services Performed:

Contract Type and Value:

Description of Work:

Office Services Support for DOE Oakland Operations Office

**Department of the Air Force**

**Travis AFB, CA 94535**

**Msgt. Forrest Smith**

**(707) 424-2607**

**Maggie Holbein**

**(707) 424-7748**

**FO4626-96-COOO9**

**August 1, 1996 to September 30, 2000**

**On-site at Travis AFB**

**Postal Service Center Operation**

**Fixed Price**

**\$770,000**

**LHC operates the Travis AFB Postal Service Center receiving, processing, distributing and directing mail. Postal Service Center staff maintain files, manage receptacles and provide customer service both by phone and at the customer service window.**

**LHC deployed a transition team which analyzed the needs of the Postal Service Center operation, selected qualified staff, and obtained necessary contractor-furnished equipment to take over operations at the designated time without interruption of Postal Service Center Operations. Staff were interviewed, selections made, and orientation conducted in advance of the designated transition date.**

**A comprehensive Quality Control Plan was developed to assure compliance with contract requirements. The plan included volume and accuracy standards for all primary tasks and timeliness requirements for time sensitive items.**

**A pyramid quality review system was developed for checking compliance with quality control plan requirements. The process started with quality control checks by the staff performing the task and continued to monthly reviews by the Project Manager and quarterly reviews by corporate management.**

**Training was provided for contract staff. New hire and refresher training is conducted by the on site Contract Manager and reviewed by the Project Manager.**

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**Page 1-6**

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#### ***I. C KEY INDIVIDUAL QUALIFICATIONS***

The management resources LHC will apply to this effort are highly-qualified, and extensively experienced in directly related support efforts. Resumes for key staff are included in Appendix D of the proposal.

*Lionel Henderson*, President, has more than 20 years of diversified auditing, accounting, financial, and operational management experience. He has experience as an Air Force Officer, Federal Auditor, Accounting Manager in private industry and Operations Manager for the California Residential Earthquake Recovery (CRER) Fund. In addition, Mr. Henderson was responsible for enhancement and maintenance of the financial and operational systems of Federal Emergency Management Agency's (FEMA) \$1 billion National Flood Insurance Program (NFIP). Mr. Henderson has a degree in Accounting, is a Certified Public Accountant, a Certified Government Financial Manager, and a Certified Financial Planner.

The management attention brought to this contract by Mr. Henderson is that of a seasoned manager who has extensive experience supporting Federal programs and contract effort.~ that are comparable to the Information Management Services contract. Mr. Henderson's management and technical backgrounds, and his role as President of LHC will help ensure the success of this contract.

*Sophy Chung*, Project Manager, has more than 15 years of accounting operations experience. In addition to her CRER Fund experience, Ms. Chung served as a Senior Financial Analyst on the FEMA's NFIP contract, where she coordinated internal and external audits and served as technical services liaison, along with her primary responsibility of monitoring the Program's budget. She currently analyzes the financial conditions and operational results for LHC clients. Ms. Chung has an MBA in Finance and Marketing and an undergraduate degree in Accounting and Economics.

*Edwin Moss*, Quality Assurance Manager, has more than 20 years of accounting experience, including his directly relevant Department of Justice transition experience and California earthquake insurance development, implementation, and operation experience. He has interfaced with management, technical specialists and accounting staff during both audits and reviews, and the detailed development of accounting and financial reporting systems to meet specific client requirements. His specific knowledge of information requirements, effective methodologies, and successful operational procedures will be important in providing effective support to this contract

*Robert Foster*, Human Resources Manager has 33 years of experience in all HR activities, with emphasis on employee relations, work force transitions, and training. He has managed seven seamless transitions ranging from 28-530 employees of major corporations. He has designed and presented training programs on EEO effective listening, conflict management, and building trust and respect. His staffing achievements include the transition of incumbents and hiring of other staff for contracts while employed by Computer Sciences Corporation and the DOJ and FEMA contracts with LHC. His experience is augmented by a BS degree from the University of Illinois that includes 47 hours in Psychology.

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Page 1-7

LIONEL HENDERSON & CO., INC. Office Services Support for DOE  
Oakland Operations Office



*Harvey Malone*, Office Manager, has 5 years of experience with the Onizuka Air Station Mail Services Program, including experience as supervisor and contract manager. He trained other employees who were hired on the contract. In addition, he served in the U.S. Air Force where he earned the Meritorious Service Medal, eight Commendations, seven Good Conduct Medals and was selected as Personnel Manager of the year. Mr. Malone is particularly well suited to be Office Manager for this contract.

#### **The Role of the Project Manager**

LHC has selected an ideal candidate to serve as Project Manager for this procurement. She is intimately attuned to the requirements and responsibilities of the Project Manager's role in supporting programs and functional task areas such as those anticipated by this procurement. LHC proposes Ms. Sophy Chung as Project Manager. Ms. Chung has nearly 15 years of Federal program experience in supervisory capacities, including responsibilities for operations management.

Her extensive background as analyst, supervisor and manager for large programs has allowed her to become well-versed in management techniques, methodologies, and tools at decision-making levels of programs comparable in scope and complexity to the challenges presented by this requirement. She has had total management responsibility for technical and administrative program operations where she has supervised, managed, and scheduled staff. Our proposed Project Manager is highly qualified and experienced, and will ensure a seamless and harmonious transition onto this contract.

#### The Role of the Office Manager

Reporting to the Project Manager will be a Office Manager serving as hands-on manager, contributing to task activities, and assigned responsibility for planning, initiating, staffing, and executing all work effort under the contract. We propose as Office Manager, Mr. Harvey Malone. Mr. Malone has management experience, and a versatile technical background in the postal services and support areas that meet the needs of the technical and administrative responsibilities indicated in this contract.

As Office Manager, Mr. Malone will provide day-to-day direction for accomplishing contract requirements. His responsibilities also include coordinating the efforts of LHC's administrative services staff toward successful corporate support of the contract.

Mr. Malone will be vested with the authority needed for successful contract implementation. He will have responsibility for technical performance, schedule performance, and cost performance. He will have decision-making authority for all technical and administrative activities as they relate to the day-to-day Office Support Services.

The Office Manager, in addition to participating in technical work efforts, will serve as the administrative control point for all program activities. Specific authority and responsibilities of the Office Manager include:

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Page 1-8

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Office Services Support for DOD  
Oakland Operations Office

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Developing, issuing, maintaining, and controlling all work schedules and plans Maintaining liaison with the COR and with other appropriate customer representatives Reporting status in accordance with contract reporting requirements  
Reporting internally to LHC management in accordance with established policies Reviewing all actions resulting in charges to the program, and  
Promoting and enforcing work and production standards.

It has been LHC's practice to provide its managers a large degree of personal freedom and autonomy. We have discovered that creativity and zeal to perform are far better incentives than any amount of Corporate direction. In every sense, Mr. Malone, as Office Manager, will serve as the direct representative of LHC.

#### Role of The Quality Assurance Manager

Our corporate Quality Assurance Manager, Mr. Edwin Moss, will participate in phase-in and implementation of this contract. He will be responsible for development of the detailed Quality Control Plan to be provided no later than the pre-performance conference.

Mr. Moss will assure that the Quality Control Plan complies with corporate Quality Assurance Guidelines and fulfills all contractual quality requirements. He will train the Office Manager, on-site Quality Control Specialist and contract staff on methods, procedure, and records specified in the plan. After implementation and training is accomplished, Mr. Moss will continue to monitor the quality of ongoing operations through review of records and both scheduled and unscheduled site visits.

#### LD EEO POLICIES

LHC is an Equal Opportunity Affirmative Action employer. We are committed to the elimination of barriers that restrict the employment opportunities available to women, minorities, and the disabled and to eliminate the present effects of past discrimination.

LHC has a formal, written Equal Employment Opportunity/Affirmative Action Plan as part of our Human Resources Management Policy that addresses, in part, our commitment to equal opportunities for

employment available to women, minorities, and the disabled. We affirm our commitment to good faith efforts to attain the goals indicated in the Affirmative Action Plan. We further pledge our support for the objectives of the Affirmative Action Plan and for a work environment without discrimination. The Affirmative Action Plan is updated and revised annually in accordance with court interpretations and changes made to the applicable laws and regulations. The goal is to assure truly equal employment opportunity for all.

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Page 1-9

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Office Services Support for DOE Oakland Operations Office

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SECTION II. MANAGEMENT APPROACH

LHC's management philosophy is based on an approach that is simple and effective. We carefully define the work to be done, monitor progress, stay within the scope of work, and keep our client informed. When these tenets are followed, the task will be successful, thereby enforcing our Corporate philosophy, "Our clients' success is our future."

LHC will provide office support services described in this section to the DOE Oakland Operations Office and it's site offices which include:

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Livermore Site Office (LSO)

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Berkeley Site Office (BSO)

Stanford Site Office (550)  
  
Energy Technology & Engineering Center (ETEC) Site Office

•  
  
DOE Representatives at General Atomics in San Diego  
  
DOE/OAK Waste Management Division at Lawrence Livermore



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DOE/OAK Intellectual Property Law Division at Lawrence Livermore

Office of the Inspector General at Lawrence Livermore

Seattle Support Office personnel at OAK

We will maintain permanent stations at Oakland and Lawrence Livermore. Services for other sites will be managed from Oakland.

#### *II.A PROGRAM REPORTING*

Our on site Office Manager will produce a series of management reports that detail progress in terms of schedule, labor, and cost. The Office Manager will be responsible for ensuring that plans and reports are prepared and submitted in compliance with DOE guidelines. He will be assisted by the on-site Production! Quality Control Specialist in producing reports and documents specified in the Quality Control Plan.

#### *II.B SAFETY AND HEALTH*

LHC will develop, implement, and maintain a comprehensive Safety and Health Program, which will include activities necessary to ensure the health and safety of the work force while meeting the requirements of the contract, and Federal, State, and local codes. This includes the requirement to wear safety toe shoes and equipment as may be required based on the safety assessment discussed in paragraph n.D.I.5.

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Page II-1

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Office Services Support for DOE Oakland Operations Office

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#### *II.C CONTRACT EMPLOYEES*

Individuals identified by the contracting officer as a potential threat to health, safety, security, general well-being or to the operational mission of the facility and its population will not be employed by LHC to work on this contract. All LHC employees will present a neat appearance and be easily recognized as a contractor by prominently displaying an ID badge.

LHC will not hire any Government employees without receiving appropriate advance approval. The existence of any potential candidates who require prior approval will be provided to the COR or Contracting Officer for review before any hiring determinations are made. The Project Manager and other LHC staff may be used on a temporary basis to perform routine functions in the absence of assigned staff.

All contracting staff will be required to follow completely all Department of Energy and facility security requirements. LHC will maintain appropriate training records in each employee's personnel file. These records will be available to the Government for inspection on request.

#### *II.D SPECIFIC TASK*

LHC will provide office support services as defined in the performance work statement. We will respond to the requirements of this contract with no exceptions or deviations.



II.D.I

General Requirements

*IID. 1. 1 Organization*

The LHC proposed project organizational structure is designed to respond effectively to DOE needs without creating unnecessary management layers that could impede the flow of information between DOE and our staff. Our structure provides for the effective use of corporate support interfaces to contain costs while ensuring our full responsiveness to all contract requirements. Exhibit. *III-1* presents a graphic depiction of our proposed project organizational structure.

Our key personnel and project team include the Office Manager, Production/Quality Control Specialist, Corporate Support Staff and designated on-site staff acting in lead capacity for each functional area. The roles and responsibilities of the members of the project team are discussed in the following subsections.

The on-site Office Manager will be available Monday through Friday on site and will be responsible for performance of the day-to-day Office Support Services activity and supervision of contractor staff. Supporting the Office Manager will be an on-site Production/Quality Control Specialist. Corporate support will include the Project Manager and the Corporate Quality Assurance Manager located in Sacramento. They will perform routine site visits and the QA Manager will be responsible for the implementation and review of the Quality Control Plan.

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LHC's Project Organizational Chart

Corporate  
Project Manager  
Sophy Chung

Vehicle Operations  
James Williams  
Donald Toro(LSO)  
~ Eric Dawson (LSD)

Office Manager *Harvey Malone*

Production Control  
(Quality Control)  
*Charlotte Espinoza*

File Management  
*Geneva Lee Oreta Earl*

**\*\* Office Services Center**

Mail Operations *Warren Thomas*  
*Cusetta Cooper (PT)*

-Dispatch -Shuttle Services -Maintenance -Deliveries

Corporate QA  
Manager  
*Edwin Moss*

Supply/Support Services  
*Jerome Lewis*  
*Linda Haggerty (LSO)*  
*Eric Dawson LSO*

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-Customer Service Window (Tickets, Checks, inquiries)

.Provide support in more than one funtional area

**\*\* Office Services Center staff provide mail, supply and support service**

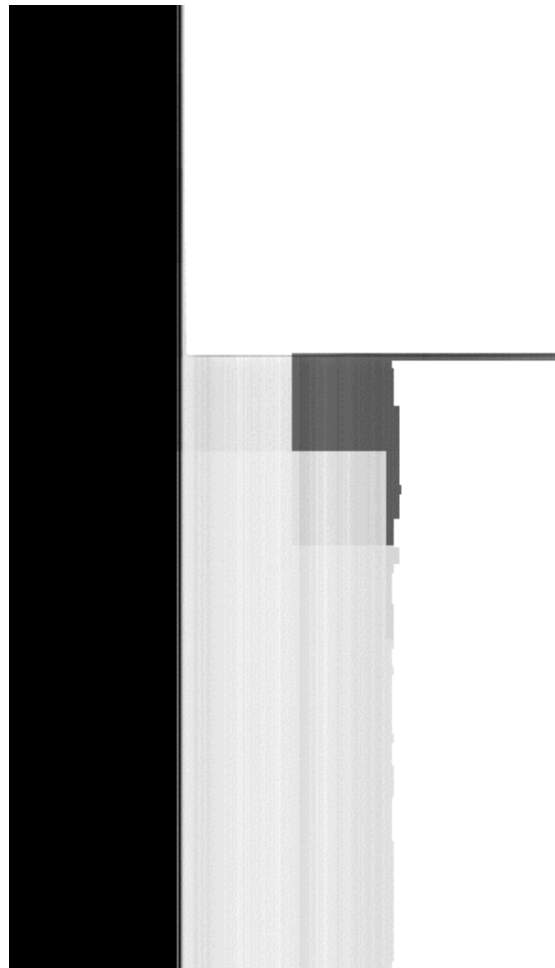
-Supplies and Forms -Equipment and Custody -Conference Rooms -Copiers

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Office Services Support for DOE  
Oakland Operations Office





#### *IID.I.J Desk Top Procedures*

LHC maintains written desk top procedures for both corporate and contract operatio Desk top procedures will be produced for each DOE contract position by November 1998. These procedures will contain sufficient detail to serve as a training tool for III employees.

#### *IID.I.4 Human Resources*

The LHC Management Team and Human Resources staff will maintain open lines communication with the COR to assure continuous knowledge of contract status. T includes immediate notification of changes in employment status and relevant persoru activities or situations.

#### *ILD.I.5 Safety Assessment*

The Office Manager will assure that all employees obtain appropriate security clearanc identification badges, building access cards, and driving records. During the first 10 worki days of the contract, the Office Manager will conduct a safety assessment of the Office Servi< Center along with the COR and safety representative. The purpose of the assessment will to determine safety and/or environmental concerns and to determine appropriate protecti equipment required to perform contractual services.

#### *IID.J.6 Process Improvements*

LHC will evaluate current office support services and practices for process improveme opportunities. We will gather input *from* the COR and DOE users of office services determine effective and efficient methods to meet customer needs. We will also rely on pc experience, lessons learned and successful practices *from* other support services contracts improve service delivery and customer satisfaction. LHC management will brief the COR ( improvements completed and future plans by March 30, 1999.

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LHC considers the program review/operational awareness meeting to be one of the most important real-time management tools for monitoring and controlling the work effort. Its purpose is to assess program status against the work plan in an integrated fashion to identify problems) and most importantly) to define solutions and action plans collectively during the meeting.

Its advantage over other program control tools is the involvement of all key personnel at the time of the meeting. Participation and interaction of team members during operational awareness meetings leads to a comprehensive understanding of the situation and its potential problems and solutions. It further cross-validates current data and helps to develop a true picture of the program status, including progress against the plan as well as potential problems and their impact on various task assignment operations. In this interactive mode, potentially major problems can be identified and dealt with in their very early stages. Review meetings provide candor and feedback. No other means of communication offers the opportunity to cross-examine, clarify, and validate information as effectively.

Moreover, program meetings are action oriented. When potential problems surface, corrective actions can be defined and assigned during the meeting as all key personnel and decision makers from the program organization are present. Other, more subtle advantages relate to the synergism, risk sharing, and unifying forces which are part of the group process that take place during these meetings.

Program reviews focus on the effective management of the total program against the established work plan. Agenda items include:

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Program Highlights -Review completed milestones, changes introduced or suggested, significant events, and work toward resolution of all critical items.

Program Status -Review accomplishments against schedule and budget.

Problems -Review past action items versus accomplishments; new or potential problems, their impacts, and suggested actions toward resolution.

Action Items -Define actions to prevent, address or resolve problems, including responsible personnel and timing.

Important Dates -Communicate important meeting and program milestone dates covering the period up to the next meeting.

*Monthly Program Review Meeting.* Progress review/operational awareness meetings will be scheduled and conducted as required by the COR and Contracting Officer. LHC recommends conducting a Monthly Program Review with the Project Manager, or designee, the Office Manager, the on-site QC specialist, and the COR. Minutes of the meeting will provide a foundation for status reports and be

included in the contract file.

*Quarterly Program Review Meeting.* On a quarterly basis, the Quality Assurance Manager and/ or other LHC Corporate Management will attend the Monthly Program Review Meeting. Minutes of the meeting will be prepared and included in the contract file.

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Page II-S

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**II.D.1 Office Service Centers**

LHC will manage and operate the office services center for the DOE Oakland and Lawrence Livermore Nationality Laboratory locations as described below. These two locations will be the central starting point for all customer requests for office support services.

*IID. 2. 1 Operations at Two Locations*

LHC will manage and operate the office services center and associated storage facilities for the DOE Oakland and Lawrence Livermore Nationality Laboratory locations from 7:00am to 5:00pm each work day. The office service centers at both locations will store and distribute office supplies, copier supplies, forms, business equipment, vehicle keys, and storage room keys. Office service center staff will also store and distribute audio/visual equipment and supplies, chairs, tables, moving equipment, excess furniture, and other materials as required. Laptop computers will be stored and distributed at Livermore.

*ILD.2.2 Files and Records*

The Oakland office service center will be the central location for all files and records related to DOE office support services performed under this contract. All files and records will be available and easily accessible to the COR or authorized Government representatives at all times. Information relating to specific records, files, and reports are described in the sections discussing those activities.

*[ID.L3 Customer Service Station*

A customer service station or window will be provided for answering inquiries and for receiving and issuing supplies, equipment use requests, mail, commuter checks, airline tickets, BART tickets, bridge toll tickets, files, and other items as required. Knowledgeable and courteous personnel will staff the customer service station continuously during normal working hours.

*ILD.2.4 Storage Room Facilities and Security)*

Storage room facilities will be used as appropriate to maintain supply inventories, equipment, excess furniture, and other items as requires. LHC will manage these store room facilities in an orderly and efficient manner.

All keys will be controlled and secured as described in section n.D.1S. A security container will be used to safeguard articles that hold a monetary value, such as checks and tickets. LHC staff will adhere to all security policies and procedures.

**II.D.3 Office Supplies**

LHC will ensure that adequate office supplies are available at DOE OAK and L50 at all times. This will include responsibility for general supply operations as described below.

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## *II D. 3. 1 Adequate Supplies*

General office supply operations will be managed through maintaining a customer service area during normal office hours for customers to make requests and inquires and to pick up supply items. LHC will be responsible for cataloging of the supplies, identification of supply items, systematic inventory control, requirements determination or standardization, and receiving. We will also arrange for transportation quality control, which includes storage, safeguarding, correcting discrepancies, and disposal of supplies as appropriate, and participate in planning activities with the COR.

LHC will ensure that adequate supplies are available at both the Oakland Operations Office (OAK) and the Livermore Site Office (LSO) by maintaining well-documented inventory. LHC will also partner with the Engineering and Facilities Management Division to develop standards to reduce the number of variations of a given type of office supply. This will simplify the inventory process, making the process of supplies management more efficient.

## *II.D.3.2 Supply Catalog and Issuance of supplies*

A supply catalog will be established by the end of the 151 quarter (December 30, 1998) in order to assist customers in understanding what supplies are available for issuance or checkout. Office supplies will be issued to customers who have initiated requests, either in person at the Office Services Center, or by telephone.

LHC will place orders using the General Service Administration (GSA) self-service and electronic ordering program after consolidating requirements received from both the OAK and LSO sites, and upon approval by the COR. We will participate in the development of standards to reduce the number of variations of a given type of office supply to reduce cost and improve efficiency.

Since supplies are disbursed as required without written requests, LHC's service clerk will keep a file and a record of every item valued over \$25. GSA order and reorder history and verification of receipt will be filed accordingly.

## *II.D.3.3 Inventory Control*

LHC staff will store supplies in a systematic manner and label stock shelves accordingly. This ensures that there is a good understanding of the types and/or kinds of supplies available for issuance, so as to provide efficient services to the customers. Proper inventory control will help eliminate or reduce warehousing unnecessary or obsolete supplies and equipment. LHC will implement a program that allows the reuse of partially used supplies.

LHC will maintain a log of reorder lists at all times. We will compare stock on hand to project usage rate and known lead times to shipments such that adequate supplies will be available. During the first week of each month, we will submit to the COR a report of GSA ordering activity for the previous month. LHC staff will meet with the COR to recommend process improvements and changes to established limitations as appropriate.

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## II.D.4 Equipment/Business Machines



An inventory of Government furnished equipment and an inventory of Government furnished materials will be conducted no later than five days before the start of this LHC and a designated Government representative will jointly conduct these inventories.



LHC will maintain custodial responsibility for equipment and business machines available through the office services center. An inventory of office equipment will be available to customers and updated on a regular basis.

#### *II.D.4.1 Equipment Checkout System*

We will establish and maintain an equipment checkout system that will allow customers to use equipment on a first come, first serve basis. As part of our inventory management process we will make sure that all equipment functions properly when released to the customer and upon return.

#### *II.D.4.2 Pick-up and Delivery*

Equipment will be released to customers for a designated period of time. We will provide local and in-house delivery and set-up of equipment for meetings when requested. Our inventory management system will record the name and location of the customer who checked out equipment and when the equipment is scheduled to be returned. LHC staff responsible for pickup and delivery will pick up equipment at designated times. When equipment is to be returned by the customer, we will follow up with the customer when equipment is not returned at the scheduled time.

#### *II.D.4.3 Equipment Records*

LHC staff will monitor Government provided equipment, use care in operation, and provide training prior to allowing access for new employees. As appropriate, LHC staff will note any equipment maintenance needs and perform minor adjustments, cleaning, and both scheduled and unscheduled preventative maintenance when needed. We will inform the Government when major maintenance and/or replacement parts are needed.

Our staff will maintain a log of maintenance work by piece of equipment, to include malfunctions, difficulty of usage, as well as all maintenance work needed, requested, and performed. The Quality Control staff will regularly check equipment and maintain logs as part of their review process.

#### *II.D.S Copier Machine Management*

LHC staff will manage, maintain, and act as key operators for all the copiers at the site offices.

#### *II.D.5.1 Monthly Reports*

LHC's Key Operator will maintain two separate monthly reports to be submitted electronically to the Printing Manager and the COR by the 20th of each month. One report includes a list of all copiers, monthly meter readings, model number, serial number, and

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Page 11-8

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location of copier. A second report of the down time of all copiers includes location, model number, serial number, description of problem, date service call was made, time service call was made, date technician arrived, time technician arrived, and any comments made by technician. In addition, the Key Copier Operator will track the cost, size, and color of all paper orders and submit a report of such to the Printing Manager and the COR each month.

#### */I.D.5.2 Copier Machine Stations*

LHC staff will ensure that all copier machine stations are stocked with supplies such as paper, staplers, staple removers, paper cutters, etc. Our staff will order supplies for the copier machines as necessary and all supplies will be procured through the GSA. A sign will be posted at the stations to indicate any copy machines which are inoperable.

*IID. 5.3 Key Operator for Copiers*

LHC staff will act as the key operator for copier machines to offer assistance to customers and resolve any minor malfunctions on the spot. Any major problems that cannot be resolved immediately will be reported to the repair technician. Our staff will serve as the liaison with the copier machine repair technicians by initiating and documenting service calls and documenting copier machine down times. The staff will follow through activities to ensure that repairs are complete. In the case that a repair technician fails to service a copier machine, the Key Operator will report to the Printing Manager immediately. Any other issues or concerns, which may arise during the operations, will also be reported to the Printing Manager.

**II.D.6 Printing Deliveries**

LHC's pick up and delivery staff will assist the OAK Printing Manager with delivering or transporting of print jobs to the requester or local reproduction business as requested. When called we will pick up print jobs at the loading dock. We will sign and maintain document and notify the Printing Manager immediately upon receipt of a print job.

**II.D.7 Forms Management**

LHC will plan, organize and operate the Oakland DOE forms distribution program to receive orders, fill orders, deliver the requested material, manage the inventory, respond to urgent requests and provide service to designated representatives. Staff will review all requests for completeness and accuracy of information. Those not meeting guidelines will be corrected or returned to the originator for correction prior to being filled.

LHC will monitor form requests, usage and reprinting. stock of forms for distribution to the requesters.

We will maintain an appropriate

Our staff will inventory all form stock on hand at least once each year. We will use the current system or develop an automated index to compare with shelf stock to ensure all forms are current, placed in the appropriate assigned space, and that the quantities agree with recorded quantities. All discrepancies will be noted and corrected appropriately.

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Page 11-9

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Quarterly reports will record forms management activities and be submitted to the Printing Manager and the COR. The reports will include such information as order date, name and number of forms ordered, date received, and associated cost.

LHC management will monitor forms operations to ensure that reports due are accurate, complete and delivered on time. Reports will be prepared and reviewed prior to submission on a quarterly basis. Reports, duties, or functions with specific dates will be noted on a tickler file to ensure there is adequate time for preparation and review prior to submission or filing.

**II.D.S Mail Operations and Services**

*IID.B.1 Processing Incoming Mail*

LHC will receive, process, and distribute mail, and provide related customer service for DOE. LHC staff will preserve and protect the security of mail at all times from unauthorized opening inspection, reading, tampering, delay, loss or other unauthorized acts. Mail will be received from the United States Postal Service, United Parcel Service, designated small parcel delivery companies and authorized Government agencies. Mail will be picked up from the United States Postal Service sub-station once in the morning and once in the afternoon Monday through Friday at times approved by the COR. During mail pickup, LHC staff will inspect for damaged articles and ensure that the postal activity takes the appropriate action in case of damage to articles. Mail will be appropriately date stamped to indicate the date of receipt.

We will sort and distribute mail twice per day in accordance with OAK mail sorting and distribution guidelines. Mail will be delivered to customers via their divisional or office mailbox once in the morning and once in the afternoon. This includes customers at the Livermore Site Office (LSO). Mail will be delivered to the Berkeley Site Office (BSO) one per day and items for sites will be mailed daily. An appropriate delivery time will be established for BSO within three days of the start of the contract.

Office Services Center staff will maintain a log of all incoming proposals by solicitation number and due date. Each proposal will immediately be date and time stamped. The designated point of contact will be notified and the proposal held, until he or she picks up the proposal. (3;:' :;:' l(.JLf..l(-

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Accountable mail will be separated from other mail and each accountable container checked by registered, insured and certified number to ensure that all containers to be signed for are received. LHC employees will sign receipts for incoming, registered, insured, certified and express mail from USPS as well as verify delivery of Express Mail.

An LHC employee will sign for and document deliveries from small parcel delivery companies, and registered and certified mail. Contents will be verified when appropriate and the items will be properly safeguarded pending release to the addressee.

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Page 11-10

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LHC staff will contact the addressee to arrange for pick-up or delivery and provide customer services by means of the customer service window during all normal operating hours. Normal hours of operation are Monday through Friday from 7 A.M. until 5 P.M.

*IID. 8. 2 Cash Receipts and Airline Tickets*

LHC will maintain a register that documents the daily receipt of checks. The register will include name, amount, check date, check type, serial number or check number, receipt date, and any other relevant information.

Checks will be deposited with the OAK Finance Division at least weekly on Thursday. Check will also be deposited when ever the total reaches \$5)000. LHC staff will obtain appropriate signatures when making deposits and comply with the DOE Accounting Handbook.

LHC will maintain a register that documents the daily receipt of airline tickets. The register will include traveler's name, ticket number, location, receipt date, notification for pick-up date, pick-up date, and any other relevant information. The traveler or authorized representative will be required to sign and date the register when picking up airline tickets.

*I/.D.8.3 Internal Mail Distribution System*

LHC shall provide services for receiving, processing, distributing, and dispatching official mail, communications, forms, publications, and parcels for all DOE supported activities. LHC staff will sort and deliver mail to authorized individuals and offices and pick up all official outgoing material, sorting, consolidating, applying correct official metered postage, and coordinating dispatches with USPS and small parcel delivery companies.

We will safeguard and protect all mail in accordance with USPS and DOE requirements. LHC staff will not leave any vehicle unsecured that contains mail and/or administrative communications. Any remaining mail and/or administrative communications will be removed from distribution vehicles at the end of each duty day and secured.

LHC employees will pick up all outgoing official mail and administrative communications while delivering mail and sign for accountable communications. During distribution runs, internal material picked up at one stop and addressed to a subsequent stop will be delivered during the same run.

LHC staff will exercise oversight and care when operating DOE FAX equipment so that only official documents are sent on FAX machines under their control. Staff will monitor access to the facsimile equipment through customer sign-in logs, Long Distance Calls Logs, FAX machine password entry or other appropriate methods. LHC staff will review incoming FAX documents immediately upon receipt so documents with 'immediate delivery' requirements are noted and the recipient notified of receipt. Staff will deliver incoming FAX transmissions according to customer direction.

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Page 11-11

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Oakland Operations Office

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#### *II.D. 8. 4 Processing Outgoing Material*

Outgoing material will be checked to ensure that the originating office has prepared it for dispatch in accordance with OAK mail guidelines, USPS requirements, and small parcel delivery company requirements. LHC employees will return material that does not meet these requirements to originator for correction.

We will consolidate mail for shipment when appropriate. LHC employees will use an established list to consolidate mail addressees and determine frequency of dispatch. We will consolidate mail whenever two or more pieces of the same class of mail are sent to the same location on the same day. The consolidated mail will be placed in a "Priority Mail" envelope, or carton, weighed, and calculated postage applied or placed in a courier pouch.

LHC employees will control accountable administrative communications and small parcels by verifying container numbers against receipts; number the accountable material; prepare accountable dispatch documents and containers; and determine dispatch modes. LHC will submit spoiled meter errors to servicing USPS facility for credit. LHC employees will lock all meters at the end of the duty day.

LHC will budget for and track all postal expenditures including express, certified, and registered mail. We will forward to the customer copies of validation that the addressee received such mail. We will maintain files of all daily mail activity and copies of all appropriate documents and receipts. During the first week of each month, we will prepare a report of all outgoing express mail for the previous month. This report will be divided by division and contain the detail required by the COR.

#### *II.D. 8. 5 Postage Meters*

LHC will analyze and determine the most cost-effective mode to satisfy parcel delivery requirements. We will advise authorized activities of the correct procedures for sending official mail and/or administrative communications. We will also advise of cost-effective mailing practices and ensure official postage is used per Government regulations. We will secure and maintain postage *meters*. We will submit the daily, weekly, monthly, quarterly and annual report to the COR as required and notify the COR when the meter reading indicates less than \$5,000.

#### **II.D.9 File Management**

##### *II.D.9.1 Contract and Financial Assistance Award Files*

LHC will maintain all the contractual and financial assistance award files at the OAK site in the 9th floor file room. Such files contain the original contracts and financial assistance awards, administrative actions modifications, amendments, changes, closeout notices, negotiation information, contractor's proposals, requests for proposals, staff review comments, correspondence, cooperative agreements, interagency agreement and other documents.

File clerks will fill requests for files and properly replace files when they are returned. When a file is removed a checkout card will be completed and placed in the space from which the file

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Page II-12

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was removed. LHC staff will monitor file activity and follow up when files are out for excessive periods of time.

#### *ILD.9.2 File Room Operations*

The file room will be operated and staffed between 7:00am and 4:30pm each day. LHC's Office Manager, Mr. Harvey Malone, will ensure that file room clerks have thorough knowledge of the OAK Contract/Financial Assistance File Preparation and Maintenance Guidelines. LHC staff will prepare and maintain the "official" contract and financial assistance files shelved in the file room according to the Guidelines. Contract files will be rearranged within the file room to achieve orderly appearance, organization and accessibility.

The file room will have a reception area to assist customers with file check-in/ check-out. This service will be managed in accordance with the OAK Contract/Financial Assistance File Preparation and Maintenance Guidelines so that customers will have access to contract/financial assistance files as needed.

#### *IID. 9.3 Bar Codes*

During the base period of contract operations LHC will evaluate available bar code options and recommend an appropriate solution to DOE. We will ensure that the files are bar-coded, shelved, and maintained. We will also assure authorized customer access for file check- out/ check-in is provided. Our staff will place adhesive bar codes on the file in an orderly fashion and provide updates when new files are added and closeout files are removed. Bar- coded files will be entered into the computer so that the check out process will be maintained systematically.

#### *IID. 9.4 Closeout and Transfer*

When notified by the OAK closeout representative) LHC staff will complete all activities associated with closeout file preparation according to DOE OAK guidelines. Files that require transfer from one DOE office to another) upon notification by the OAK representative will be safely transported through the shuttle service. All transfers will be complete and a record of the transfers will be maintained.

#### *ILD.9.5 Annual Inventory*

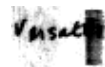
An annual inventory will be conducted and completed within one week during the month of March. All active contract and financial assistance files will be inventoried. The inventory will include a list of contracts by name, contract number, number of files associated with the contract number and file type. The completed inventory will be compared against the Procurement and Assistance Data System (PADS) and any resulting discrepancies will be investigated and resolved.

#### *II.D.IO Vehicle Fleet Operations*

LHC will manage motor pool fleet operations and maintenance activity for GSA leased vehicles assigned to designated DOE sites. We will monitor and document vehicle usage to

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Page II-13



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Oakland Operations Office

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assure compliance with GSA regulations and guidelines. This includes use of the credit card and parking access card assigned to each vehicle.

#### *II.D.10.1 Leased GSA Vehicles*

Vehicles leased from the GSA are assigned to OAK and each site office. LHC employees will use the assigned vehicle for conducting official Government business only, and LHC assumes the responsibility for the vehicle while in its care. Vehicles will also be reserved to conduct shuttle and mail delivery services.

Our employees will park and secure the vehicle in its designated parking space. LHC employees will inspect the vehicle daily; we will record daily inspections with the current month's inspection list in the vehicle and maintain the previous months' lists in a separate file.

LHC will verify that all personnel operating the vehicle are in possession of a valid, state issued driver's license. LHC will maintain security of the National Credit Card.

#### *II.D.10.2 Motor Pool Fleet Management*

LHC will manage the motor pool fleet operations and maintenance activities in accordance with the GSA regulation and guidelines. LHC will also provide insurance to employees who operate the vehicle.

and proof of insurance will be kept in the vehicle at all time and a copy will be submitted to the COR upon contract commencement.

LHC will verify that each motor vehicle operator possesses a current State driver's license and has maintained a qualifying driving record, so as to assure that drivers of Government vehicles are authorized to drive and are aware of State and driving regulations. Our staff will compile a list of vehicle operators' names after the initial verification process. The list will be updated annually and will be consulted prior to dispatch of any vehicle.

Any changes in the employee's driving privileges due to accidents, DWI arrests, or other infractions will be reported to the COR. Under no circumstances will employees who have a suspended or revoked license be allowed to operate a Government vehicle.

*/J.D.10.3 Hours of Operation*

LHC will provide motor vehicle operation and maintenance requirements for OAK and its site offices between the hours of 7:00am and 5:00pm Monday through Friday. A sign up sheet will be made available to employees on a daily basis on which they can request vehicles by completing information such as the driver's name, pick-up and return date(s) and times, destination and purpose of travel. A description of currently available vehicles will be included in the sign up sheet so that employees may sign-up for the appropriate vehicle type.

*/J.D. 10.4 Written Procedures and Notices*

LHC will establish written procedures within 30 days of contract commencement to inform the motor vehicle operators of the rules, regulations, and responsibilities for operating the government vehicles.

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Page 11-14



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The procedures will include:

- the statutory requirement that motor vehicles shall be used only for "official purposes"

- personal responsibility for safe driving and operation of motor vehicles, and for compliance with Federal, State, and local laws and regulations and all accident-reporting requirements;

- the penalties for unauthorized use of motor vehicles;

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procedures for reporting accidents;

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the prohibition against picking up strangers or hitchhikers or transportation of family members;

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use, care and control of credit cards and the fact that credit card receipts must include the quantity, unit price and total amount of purchase; and

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any other duties and responsibilities assigned to motor vehicle operators with regard to the use, care, operation, and maintenance of motor vehicles.

Written procedures on how the vehicles will be maintained will be established at the same time. This set of procedures will address the process and the frequency of vehicle fueling, cleaning, washing, etc.

The procedures will go into circulation after being presented to the COR for approval. In addition, LHC will issue annual reminders to all employees about the above listed regulations. Our staff will also prepare notices to employees when changes of the regulation affecting the OAK vehicle fleet operations have taken place. The notices will be prepared and distributed within 15 days from the receipt of the change in regulation and will be concurred to by the COR prior to distribution.

#### *II.D.10.5 Dispatcher Responsibilities*

The LHC vehicle dispatcher will maintain a daily dispatch log which includes the name(s) of the operator(s) , division, vehicle number, departing and returning date(s) , and destination. This log will be used to determine vehicle availability information. An up-to-date list of vehicles that are available for use will be kept and made available at all times for inspection by the COR. LHC acknowledges that the Government has the right to place any vehicle in a "down" status at any time for any reason.

The dispatcher will issue, receive, and maintain the form that authorizes the overnight usage of vehicles. The form must be completed for overnight use and it should be approved by the COR or EFMD Deputy or Division Director prior to dispatch. Another essential function of the dispatcher is to ensure that all available vehicles are operational, clean, and have at least a lh tank of fuel.

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Page 11-15

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Oakland Operations Office

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#### *II.D.10.6 Records Maintenance*

LHC staff will maintain a monthly and cumulative mileage record for each vehicle, which will be reportable to GSA every month. Our staff will review and analyze mileage figures to assure that vehicles are not being under- or over-utilized. If this is the case, vehicles will be rotated to promote economical utilization.

LHC will maintain clear and detailed records of the vehicle registration and maintenance, accident, and other related issues for each vehicle. Our company will support initiatives to utilize alternative fueled vehicles. All vehicle records will be made available to the COR upon request. LHC will provide proof of insurance at the start of the contract and at any time requested by the CO or COR.

#### *II.D.tt Shuttle Services*

LHC will provide a driver to transport DOE personnel each workday between OAK and the LSO. The driver will make two round trips per day, the one in the morning arrives OAK, from LSO, at 11:00am and returns for LSO at 1:30pm; the second afternoon shuttle service returns to OAK at 4:15pm. Our staff will comply with the existing schedule. We will recommend schedule revision as such changes become necessary and seek approval from the COR and the LSO representative.

In case of special events such as transporting individuals, materials, documents, equipment and furniture to DOE off-site meetings and activities, and delivering or retrieving documents for OAK manager or visiting official, LHC will provide a driver to accommodate these need, after gaining approval from the COR or the CO.

#### **II.D.11 Bridge Toll Ticket Distribution**

LHC will pickup new supplies of bridge toll tickets from the local State of California Transportation (CAL TRANS) and kept in the security container. Tickets will be distributed to the SSO representative upon request and to vehicle drivers who have indicated a requirement on the vehicle sign-up log. We will maintain a record of ticket distribution activities..

#### **II.D.13 BART Ticket Distribution**

LHC will maintain and distribute BART tickets to DOE employees for the conveniences of attending meetings, training courses, and other official activities. Our staff will assign a control number for each ticket and stamp each with the OAK official address. Processed tickets will be placed in the security container and issued only to employees with reasonably justifiable requests.

A logbook will be established and maintained to track each ticket. It will include the recipient's name, office/division location, date, justification of request, travel destination, estimated cost, value of ticket provided, and value of ticket upon return. Using the logbook, LHC staff will follow up with ticket recipients as required to determine whether tickets

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Page II-16

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Office Services Support for DOE  
Oakland Operations Office

should be returned to inventory. A report similar to the log will be submitted to the COR during the first week of each month (see Exhibit. III-2). Returned tickets that have amounts of \$5 or less will be safeguarded and LHC staff will submit them for consolidation to the local BART Administrative Office at least twice per year. The COR will be notified when the supply of tickets reached a level of \$100.

#### **II.D.14 Relocation and Transporting Services**

At the request of EFMD technical lead for relocation/moves, LHC will assign employees and vehicle drivers, and arrange for a moving vehicle, to relocate office furniture, equipment, and other boxed materials internally at the site offices or from one site office to another. LHC staff will identify useful furniture no longer required by one customer as "excess furniture" and transport it to storage.

#### **II.D.15 Commute Subsidy Check Distribution**

Commute subsidy checks provided to LHC will be safeguarded until the time of issuance. LHC will establish a check distribution schedule within 10 days of the transition phase and present it to the COR for concurrence. The General Clerks will issue checks according to the schedule and using the list of eligible employees provided by the COR.

LHC's QC Specialist will establish and maintain a validation and reconciliation process to ensure the integrity of the check distribution activities within 30 days of contract commencement. She will also ensure that no employee is to receive more than two \$20 checks per calendar month.

#### **II.D.16 Trouble Calls**

Within 45 days after contract commencement, LHC staff will partner with the EFM and LSO technical leads in establishing and maintaining a procedure to receive, report and address customer concerns of building engineering and housekeeping problems or defects. Written guidelines will be developed to inform customers of such procedures and submit to the COR for concurrence.

#### **II.D.17 Installation of Lamps and Light Fixtures**

Customers who require installation or replacement lamps in the systems furniture light fixtures will fill out a Maintenance Request form (see Exhibit. III-3) and submit it to supply technician. The LHC technician will install or replace the lamps as necessary.

#### **II.D.18 Keys Management**



LHC possesses a facility clearance at the SECRET level for our Air Force contracts. Our employees will comply with all security requirements and LHC management will agree to all security requirements of this contract. All keys will be stored in a key box by type and key number. We will implement a system similar to our postal contract systems where we maintain control of keys to various locks, including hundreds of mail boxes.

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Page 11-17

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BART Ticket Distribution

Activities Report

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We will establish and maintain a procedure for configuration and appearance of each conference room. At least t\\ice per week we will survey each conference room for appearance and inventory equipment and supplies.

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Page II-2:)

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### SECTION III.

 Office Services Support for DOJ  
Oak and Operations Office

## QUALITY AND CONFIDENnALITY

### III.A QUAUTY ASSURANCE

The goal of LHC's Quality Assurance Program is to maintain the highest level of service, enhance performance at every opportunity, ensure strict contract compliance, and promptly identify and correct any deficiencies. Quality assurance is a management function to provide products and services that satisfy client requirements while maintaining a superior, competitive business position.

LHC has established procedures for assuring the quality of its support services and deliverables. Our corporate Quality Assurance Guidelines, (Appendix C), underscores LHC's commitment to providing quality service in all phases of business. This commitment is demonstrated on each of our contracts through the efforts of our corporate Quality Assurance Manager.

The quality of products and services is achieved at the contract level primarily through procedural processes where personnel assigned to the project assure that the products and services conform to contract requirements. Quality work is achieved through staff competence, training, supervision, and accurate definition of requirements. The end products and services must be error-free, validated, and produced in consonance with time and budget considerations.

Our Office Manager will ensure that quality goals are established and are consistent with the user's needs. Once goals and objectives are established, LHC establishes measurement and evaluation criteria to measure the level of quality and productivity. The criteria are based on the definitions, goals, and objectives of quality and productivity.

The responsibility and authority of personnel performing quality functions will be clearly defined. The plan will identify procedures to be used in preparing and issuing work instructions, and procedures to track work progress against approved schedules and resource allocations. Typically, the procedures will include the following:

Description of work to be performed

Control of authorization for initiation of work Criteria for evaluation of work performed.

Our Quality Control Plan, to be provided within thirty (30) days of contract commencement, will contain a detailed description of the inspection system to cover all services listed on the Performance Requirement Summary (PRS). The plan will also include control procedures for Government provided keys and lock combinations. The Quality Control Plan will cover methods to be used for identifying and preventing defects in the quality of services performed, and a description of records to be kept to document inspections and results of the Quality Control process. The resulting Quality Control Cycle is summarized on the next page.

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Page 111-1

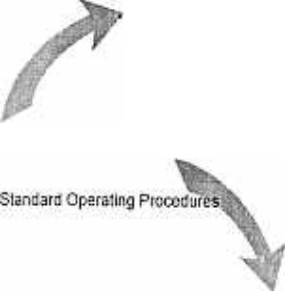
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QC Tools



Performance Standards

- .Training and Certification
- .QC Plan

I ac System Improvements



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.Client F



QC Responses

QC Methods

.Supervision

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QC Surveillance and Monitoring

.Retraining and Verification .Recertification .Disciplinary Actions .Reassignment .Replacement



Sampling  
.Inspection  
.Analysis of Reports .Reviews  
.Error Reports and Corrective Action Plans

Exhibit 4.1-1 Quality Control Cycle

III.B CONFIDENTIALITY & SECURITY

LHC understands its responsibilities as a custodian of information and instructs each employee of his or her responsibility for confidentiality of client data. Each employee is required to sign a Confidentiality Agreement, which is maintained by Human Resources. All other contract staff will have a favorable National Agency Check (NAC).

LHC possesses a Department of Defense facility clearance at the SECRET level. LHC employees will comply with all security requirements and our management will an agree to and enforce all security requirements of this contract.

Our current Department of Justice contract requires LHC employees to work with law enforcement personnel and handle sensitive data relating t6 criminal investigations. Because of our DOJ and other contract experience, LHC understands clearly our responsibility for mail, accountable communications, and data placed under its control, and for monitoring and controlling data and equipment placed under the management of LHC as the custodian.

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Page ill-2

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Oakland Operations Office

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SECTION IV. BUDGET AND PROFESSIONAL FEES

Program costs are divided into three categories: labor, Other Direct Costs (ODC) and overhead costs. Labor costs are based on actual salaries, increased by a combined fringe benefit and overhead rate of 31.88 percent, and a general and administrative (G&A) expense rate of 25.89 percent. ODCs include travel costs between Elk Grove and Oakland for Corporate Quality Assurance and Management Oversight. A fixed fee has been added to accommodate our assessment of risk involved and as a reasonable profit for contract performance.

Cost for the contract phase-in period is calculated as shown in Appendix B and includes the cost of management travel to Oakland during the phase-in period. During the one week phase in period LHC corporate staff will perform required administrative, payroll, and Human Resources functions to assure a seamless transition of contract services. Management will establish controls and procedures for the efficient and effective operation of this contract.

*N.A RECURRING COSTS*

IV.A.1 Labor

We have anticipated staffing levels, equipment needs, and operational considerations necessary to fulfill the objectives of the Office Support Services Contract. Appendix B describes the components of our costs. Hourly employee rates and minimum fringe benefits will be based on Area Wage Determinations from the Department of Labor.

IV.A.2 Overhead Costs

Overhead Costs include payroll taxes, fringe Denefits, and travel costs.

Round trip travel between our Elk Grove office and the Oakland Air Station is 200 miles. At \$.31 per mile the cost per trip is \$62. We anticipate making two trips per month for a total of 28 trips from our Elk Grove office to the contract site during the base contract period (\$62 x 28 = \$1,736). These trips will be necessary to establish and maintain adequate quality and management controls.

We anticipate four of the trips will require overnight stays and related per diem. the same level of travel during the option periods, two trips per month.

We anticipate

IV .A.3 Costing Basis Detail

Time cards will be completed daily by each employee assigned to the contract and submitted to payroll at the end of each two-week pay period. The time cards will provide a basis for labor costs, and will be maintained on file for later inspection. Overhead costs, such as travel and fringe benefit costs are listed in Appendix B and are included in our overhead rate. Miscellaneous costs such as general office supplies, cleaning, invoicing, payroll and human resources support are included in our G&A rate.

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Page IV-1

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*IV.B COST MANAGEMENT*

LHC recognizes the special challenges presented by Federal Government contract cost accounting requirements. Selecting and implementing an accounting system appropriate for the specialized demands of Federal contracting is considered crucial to LHC's continued successful business growth.

Our accounting system includes the flexibility to manage separate cost pools and will provide site-specific accounting for the DOE Oakland Office Support Services contract. LHC's accounting system also separately tracks multiple contract activities

at task and subtask levels. This will provide the assurance that the accounting methodology for effective contract management and cost accounting is in place and being performed at a level critical enough to pass Defense Contract Audit Agency (DCAA) audits, and meet DF AR requirements.

*Time Sheet and Invoice Process.* LHC has an established time sheet and invoice process which is linked to the cost accounting procedures of every contract. Timely and accurate reporting and cross validation of information are keys to this process. LHC carefully monitors time and attendance to assure that this process is completed accurately, and in compliance with Federal contract requirements. Our formal, written company procedures for time sheets clearly state that every employee is responsible for recording his or her time, in ink, on a daily basis.

From the date of hire, employees are instructed that accurate and complete preparation of time sheets is an important part of every employee's duty, and that careless or improper preparation can lead to disciplinary action under company policies as well as applicable Federal statutes.

Management and supervisory personnel are also instructed on their roles in regard to the time sheet process, as supervisors approve and sign all time sheets. Time sheets are signed at the end of each work period, and supervisors are prohibited from completing an employee's time sheet unless the employee is absent for a prolonged period of time on authorized leave.

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Page N-2

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Office Services Support for DOE Oakland Operations Office

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## SEcnON v.. HUMAN RESOURCES MANAGEMENT PLAN

LHC has a formal, written Human Resources Management Policy that addresses, among other issues, the company's compensation, employee fringe benefits, EEO and Affirmative Action, Employee Assistance Program, and employee training and development policies. The document is a dynamic Human Resources Management plan that guides our firm in areas that are relevant to staffing policies and procedures that effect our employees. Information from the 75-page document relative to LHC policies on compensation, fringe benefits, affirmative action/equal employment opportunities, and employee training and development are presented in this proposal section.

*Wage Determination Positions.* Employees working in positions that fall under the Service Contract Act will receive rate adjustments based on the annual wage determinations, but in no case will an employee's salary be reduced.

*Overtime Pay for Non-Exempt Employees.* All non-exempt employees will receive overtime compensation as follows:

One and one-half times the regular hourly rate for all hours worked in excess of 40 hours worked in anyone workweek in accordance with the provisions of the Fair Labor Standards Act, and applicable state or local statute or regulation. The regular hourly rate includes any differential payments, such as shift differentials, sea pay, inconvenience pay, hazardous duty pay, flight pay, and all bonuses except those which are specifically excluded from overtime calculations in the Fair Labor Standards Act or as otherwise provided by applicable state or local statute or regulation. Hours worked includes not only hours actually worked by an employee, but also any hours paid as the result of an observed LHC approved holiday, jury duty, or verification of medical condition/certification.

California law requires overtime be paid at 1.5 times the hourly rate for any hours worked beyond forty hours per week and at two times the hourly rate for any hours worked on a federal holiday.

*Call-Info Non-Exempt Employees.* Non-exempt employees may periodically be called back to work after completing their normal workday, or called in on a day which they are not scheduled to work. Pay practices are determined by local procedures in accordance with the Fair Labor Standards Act and any applicable Federal, State, or local statutes.

## V.A EMPLOYEE FRINGE BENEFITS

LHC offers a wide range of benefits to its employees, and each employee is provided with an Employee Handbook that provides a summary of the benefits and the choices that are available to employees. In addition, the Handbook discusses a number of key human resources management policies. While the information is too voluminous to provide in this proposal, the following subject listing from the Handbook is provided to establish a sense of the

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page V-1

LIONEL HENDERSON & CO., INC. t": (1;' Office Services Support for DOE ','' '.. Oakland Operations Office

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comprehensiveness of the firm's employee fringe benefits. Additional information is available upon request.

*Fringe Benefits for Employees Supporting the Information Management Services Contract.*

The benefits package proposed for this contract will meet or exceed the current benefits available to employees under the incumbent contractor. In addition to the current benefits, LHC management is constantly searching for methods that will improve the total employee benefit package and thereby increase employee morale and retention. The benefits provided to LHC employees supporting this contract are summarized below.

The Health & Welfare benefits provided for employees supporting the contract will exceed the \$1.39 minimum requirement under the Service Contract Act. In addition, staff will be eligible for awards and benefits described in our Employee Handbook and to year-end bonuses based on performance and company profits.

*Holidays.* There are eleven paid days as H'olidays per year, conforming to th.e Federal Wage Determination Holiday schedule, for a total of 88 hours per year. J"he Holidays include New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

*Vacation.* Regular full-time employees accrue vacation leave at the rates in the table below. Vacation is reimbursable. Employees will be paid for unused hours.

- 0 -5 years
- 5 -15 years
- over 15 year 20 days per year

*Sick Leave.* Regular full-time employees accrue sick leave at a rate of 5 days per year.

10 days per year

15 days per year

*Health Insurance.* One hundred percent of health insurance premiums for individual coverage or 80 percent of family coverage is provided through the company's insurance carriers.

*Group Life.* Three times annual base salary up to maximum of \$150,000 per employee is provided.

*Retirement.* LHC offers a two-part retirement program for all employees. This consists of a 401(k) plan and a defined contribution pension plan. To be eligible to participate in the LHC retirement program, the individual must be employed by LHC for six months. After six months the individual is automatically enrolled in the pension plan and is eligible to participate in the 401(k) plan.

*401(k) Plan.* Employees may defer a portion of salary (up to 15percent) into the 401(k) plan and defer income tax on that amount. The company will match the amount of salary deferred into the 401(k) plan by 25 percent up to a maximum of 2 percent of compensation. Based on company profits, LHC may elect to add an additional amount to this contribution.

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page V-2

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LIONEL HENDERSON & CO., INC. 81 t~ Office Services Supp~rt for DOE



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All matching contributions and all profit sharing contributions will become vested based on the vesting schedule in effect at the time the employee becomes eligible to participate. Participant contributions are always 100 percent vested.

Participants receive quarterly statements summarizing their 401 (k) participation activity. The statement includes current balance, contributions, gains and losses, vested values, cumulative totals and the fund's performance from three months up to five years. The 401(k) plan is a qualified plan under Internal Revenue Service regulations.

*Workers Compensation Insurance. LHC Provided*

*State & Federal Unemployment Insurance. LHC Provided*

*Employer Payroll Taxes. LHC Provided*

#### ***V.B RETENTION OF INCUMBENT PERSONNEL***

LHC values the knowledge and skills that have been acquired by incumbent personnel assigned to the IMS contract. They are a veteran group of professionals, many of whom have served the program seven years or more.

This group of personnel possesses valuable experience and is a resource of lessons-learned that is essential to the continuing efficient operation of the successful contractor. LHC recognizes the current program staff as a critical resource for ensuring the ongoing success of the contract.

An aggressive recruitment effort and orientation process will be utilized once notification of award is made and will continue through our phase-in process. We will focus on retention of the qualified incumbent staff as we consider their experience with the program to be vital, and recognize that recruitment of new staff would disrupt program performance. We will coordinate the process closely with Government personnel and with the incumbent contractor organization to ensure a smooth and efficient transition of selected staff, and identify any desired staffing changes prior to scheduling employee orientations.

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page V-3

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U.s. SMALL BUSIN!SS ADMINISTRATION

SAN FRANCISCO CmlCT OFFICE 4a5 MARKET STRiE!. ITH F\,OOR SAN FRANCISCO, CA 9410'.2410

Sept-ember 26,

Lionel Henderson, P~eBid.nt Lionel Henderson & Co., Inc.  
4827 Laguna Par~ Drive, Suite 3 Elk Grove, CA 95759-5159

Dear Mr. Henderson:

.per your reque~t, your company' 8 rates as reviewed by DCAA recently  
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sincerely,

  
Cynthia

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Contract Devei~pm~nt Specialist

Federal Recycling Program  Printed on Recycled Paper

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Appendix B -

COST BASIS DETAIL

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INDEX OF ALL COST OR  
PRICING DATA AND INFORMATION

Base Period Cost Summary .Direct Labor  
.Travel  
Option One Cost Summary .Direct Labor  
.Travel  
Option Two Cost Summary .Direct Labor  
.Travel

Enclosure 1  
Schedule 3

Enclosure 1 Schedule 3

Enclosure] Schedule 3

Labor CO\$ Detail

Schedule 1

Cost aDd Pricing Data  
.Overhead Rate  
.General & AdminiStrative Expense Rate

Schedule 2 ScheduJe 4

Other Cost or Pricing Information  
.Identification of Estimates  
.Identification of Contingen~ies  
.Data Not Included  
.Other Actions that Could Materially Impact the Cost  
.Labor Rates

Enclosure 2

LIONEL HENDERSON & CO., INC. [.>;f .Office Services Suppor1 for DOE  
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Appendix C -

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Purpose

QUALITY ASSURANCE GUIDELiNES

1.1

Lionel Henderson & Co., Inc. (LHC) is committed to providing efficient and effective service in all phases of business. This Quality Assurance Guideline establishes procedures for inspection and evaluation of the services performed to verify compliance with contractual standards, specifications, and procedures. The proposed objective is to ensure an effective Quality Assurance System that includes control over all phases of services LHC provides through:

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Top management involvement in Quality Assurance

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Built-in quality when the work or service is performed for consistent

acceptability and uniform quality of service

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Quality consciousness and accurate inspection techniques by LHC personnel

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Quality awareness by all LHC employees through self-inspection techniques and pride in work accomplished

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Quick recognition and resolution of problems in productivity, etc., through active management participation

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Continuous improvement in workmanship and procedures through an analysis of past performance and keeping abreast with the latest standards

Scope

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Page C-1

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After thoroughly reviewing and analyzing contract requirements, the following quality assurance guidelines and policies havt; been established. LHC's policies are:

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Assign ultimate responsibility for quality of product and services to the Project Manager. He or she will delegate a proportionate share of responsibility to each level of management and supervision. We emphasize management and supervisory participation not so much on a belief in the necessity for constant authoritative direction, but on the recognition that obvious management and supervisory involvement is a strong motivation and best assurance of success.

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Promote, and practice high quality standards. Quality is not a separate program, it is the way work is approached and performed at all levels. The most effective quality program involves all aspects of the work performed by each employee.

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A void conflict of interest in administration of the Quality Assurance Guidelines. The Project Manager will be the final arbiter for quality. LHC personnel involved in quality inspections report to the Project Manager regarding their quality monitoring functions.

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Inspect the activities of the work force to verify compliance with established standards, specifications, and procedures. We also ensure, through inspections, that work is being performed at satisfactory levels of workmanship and that deviations and deficiencies are documented, reported, and corrected. In addition, we review all discrepancy reports, including those initiated by our work force. Information from the reports is categorized and tabulated to permit study and analysis of trends and isolation of recurring problems.

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Explain to all employees what their role is in assuring quality and the contributions expected of them. We have implemented quality awareness throughout the organization to instill an understanding of the Quality Assurance Guidelines and individual contract's Quality Control Plan and each individual's role. The primary objective is to promote an inherent sense of pride in workmanship. Letters and awards are presented to outstanding

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page C-2

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Oakland Operations Office

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workers for quality work by our managers during informal ceremonies. The Government is invited to bring to our attention instances of outstanding performances by LHC employees, and letters of commendation from Government representatives are welcome.

Take remedial or disciplinary action for non-compliance with policy (e.g., failure to follow instructions or procedures). Closely monitor the situation after corrective measures have been implemented for continued satisfactory performance.

#### Project Manager

The Project Manager has the responsibility for verifying that control measures are adequate to assure that the product and performance conforms to or exceeds Government specifications. He or she has the authority to ensure that all deficiencies are corrected. While the Project Manager has the authority to effect corrective action, when deficiencies are discovered, no one person can inspect every step of every process. Therefore, the primary responsibility for ensuring quality results ultimately rests with the people doing the work.

For each contract and project, LHC will include quality control in the project management process to establish a clear understanding of the complete process and critical inspection points. The Contract Manager coordinates with the Project Manager, Quality Assurance Manager, and President to develop an inspection plan and schedule for each performance requirement.

#### Contract Manager

For contracts where a Contract Manager is specified, the Contract Manager is directly accountable to the Project Manager for strict adherence to corporate Quality Assurance Guidelines and the contract Quality Control Plan. The Contract Manager monitors the corrective actions which have been implemented to correct deficiencies found during inspections and/or discerned by quality control checks or by the Government. The Contract Manager is required to monitor and verify the direction contained in the contract's Quality Control Plan through on-site self-inspections,

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page C-3

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Oakland Operations Office

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performance evaluations, participation in the corporate management evaluation program, and feedback from the customer. To fulfill these responsibilities, the Contract Manager will:

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Assure compliance with Corporate Quality Assurance Guidelines

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Develop and maintain self inspection checklists for functional areas of responsibilities

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Perform inspections on in-progress and completed work

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Implement and document corrective actions

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Supervise on-site work in progress making immediate corrections

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Initiate discrepancy reports for below standard or incomplete work

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Participate in corrective action programs

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Provide the Project Manager with reports detailing the results of self-inspection activities performed

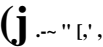
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Review and sign off on quality control reports and contract discrepancy reports which affects functional areas of responsibility

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Participate in regular performance review meetings with the customer

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Staff

LHC employees are responsible for the quality of their work on each task performed. Employees are responsible for safe and proper use of Government equipment, to use equipment only for Government tasks, and for quality work performance to accomplish established goals. Each employee will:

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Properly use and protect Government and company property during use

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Perform all tasks in an effective and safe manner

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Assure compliance with the Quality Control Plan

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Perform self inspection of in progress and completed work

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Report instances of fraud, waste or abuse directly to the Contract Manager

Government Role

LHC management will interface and coordinate with the Government's Quality Assurance Evaluator (QAE) while monitoring compliance with required specifications and quality assurance activities. The Contract Manager coordinates meetings as necessary between Government representatives, and LHC's management to discuss the LHC Quality Control Plan for the contract. The purpose of these meetings is to develop a mutual understanding of the plan and develop details and forms to be used to record control activities. The minutes of these meetings, signed by LHC and the Contracting Officer or QAE may become a part of the contract file.

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page C-S



2.0

The Contracting Officer may identify and empower a Quality Assurance Evaluator who may:

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Perform surveillance of LHC's inspection procedures

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Perform inspections of the ongoing and completed work

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Review LHC's Quality Control Reports

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Perform field tests and inspections as assigned by the Contracting Officer

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Appraise LHC of potential issues which may affect quality or work performance

LHC will coordinate all planned inspections and audits with the Government's QAE to avoid and/or minimize inconvenience.

Quality Process

The following procedures are in place to ensure from a contract management practice that quality standards are met and staff is actively involved in meeting production and quality standards for each project and/or contract.

Additional procedures are implemented to meet specific requirements.

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Staff in a management or supervision position solicit and are open to change and/ or improvement ideas regardless of origin.

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At least semi-annually, survey customers regarding perception of quality versus actual quality of performance. Review and tabulate responses and address suggestions and feedback received. Report on survey results to customers and review with staff. Implement appropriate suggestions and corrections, and monitor results.

Review quality results monthly with project staff, note trends, recognize gains and improvements, solicit suggestions, and discuss problem areas.

Security and Sensitive Material

Contract staff frequently come in contact with and must work with sensitive documents. Staff is given explicit direction that the information is to remain secure and not be discussed, transmitted, imparted, transferred, or removed from the site except as part of the work function being performed for the Government. Materials, data or documents to be used, stored, or disposed of, are handled carefully to assure their continued security. Storage and disposal is according to contract requirements. Monitoring is through logs and systems reports, direct observation and reports by any Government or contract staff or other person. Determined breach of rules is cause of immediate disciplinary action up to and including dismissal. Additional legal penalties may apply.

Keys granted to LHC staff are secured when not in use, and access to secure and/or sensitive areas is subject to review by site supervisors. LHC coordinates with the contracting agency to identify specific procedures appropriate for the site. Monitoring is through observation and reports by any government or contract or other person. Improper use of, or access to unauthorized areas, or inappropriate access is subject to immediate disciplinary action up to and including termination. Additional legal penalties may apply.

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page C-7

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Government Furnished Equipment and Services

An inventory of Government furnished equipment and materials is conducted as required prior to the start of each contract and at its close or termination. Regular site inspection and reports assure property remains as specified. Any missing, non- operative or fully used property is reported when noted or discovered.

Inspection Process

Quality Assurance is everyone's concern. Each worker is tasked with the responsibility for identifying and preventing defects in the quality of services he or she performs. In addition, the Contract Manager is responsible for the day to day assurance of quality of services provided. The frequency of the inspections by the Contract Manager is tailored to each project or contract according to requirements. The Contract Manager will conduct these inspections through a combination of both scheduled and unscheduled observations and samples of the work being performed.

Results of Contract Manager inspections are reported to the Project Manager. These are summarized and presented to the company President on a monthly basis. In addition, the Project Manager and/or Quality Assurance Manager may conduct both announced and unannounced on-site visits to perform quality control inspections. All instances of failure to meet minimum standards are reported to the President immediately. At his option the President may conduct his own personal inspections of work being performed.

#### Corrective Action

Each contract Quality Control Plan documents procedures for the prompt detection, documentation, and correction of problems and deficiencies. The procedures are tailored for each project and function to meet specified requirements. Corrective action methods include:

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page C-8

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Document and report problems and deficiencies to appropriate technical and management personnel

Correct deficiencies as they arise

Review corrective measures to ensure that problems and deficiencies have been resolved and that the resolution is correctly reflected in appropriate documents

#### Records

The plan for each contract or project describes the records to be established and used to provide objective evidence and traceability of operations to ensure and demonstrate compliance with requirements for initiation, validation, retention, and proper disposal if applicable, of such records.

Procedures are customized for records with special requirements such as heightened security or unique retention needs.

Control is through observation, manual logs and records, automated systems and reports, and tracking mechanisms.

The LHC Project Manager, assisted by contract staff, will design and apply (or modify current) Quality Control records, forms and checklists to fit the needs of each contract. Records of each quality evaluation report are kept in a central Quality Assurance Program file by contract or project.

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page C-9

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2.6

Specific Tasks

The following is a catalog of the most commonly occurring tasks and functions within clerical contracts. The description includes the procedures and responsibilities for initiation, production, performance, validation, and retention of such functions and services.

2.6.1

Reporting and Verification of Time Worked

Hours of operation are established by each Government office. Unless otherwise authorized, contract personnel provide 40 hours of productive work per week. Any special hours are pre-approved and noted. Names, dates and location are recorded for time keeping verification and security purposes. All work is recorded on standardized time sheets and verified by the site supervisor prior to submission for entry into control time keeping system.

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Federal holidays are observed and monitored to ensure that no contract worker works on these days except with prior approval of a contract or Government official or required by the Contract

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Sick time is monitored to ensure it is used appropriately and to prevent abuse

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Unpaid leave may be approved on a case by case situation

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Administrative leave Gury duty, military leave) is granted and monitored through presentation of official notification from the requester

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Vacation time is carefully scheduled so that production requirements can be met

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page C-ID

LIONEL HENDERSON & CO., INC. r!~~ fi~; Office Services Support for DOE  
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2.6.2

Documentation Creation and Support

Data Entry/Word Processing is normally performed using personal computers, computer terminals, or typewriters. Required service may include:

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Type routine forms

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Type correspondence

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Type specific forms

0

Generate form letters

0

Merge forms with lists

0

Check and correct spelling errors

0

Apply specialized terminology

0

Perform on-line data update and verification of existing records

0

Perform on-line creation of new record

0 Perform on-line modification of records to correct mis-keyed or mis- related data

0

Enter data into data base

0

Print predetermined management reports

0

Retrieve data from database

Staff who key data or text are responsible for production, speed, and accuracy. They perform self checks on their work and in some instances have work cross- checked. This is addition to the in-place inspection process performed by site supervisors and management. Our standard is zero defects/errors in a product. Measurement is by inspection and available systems reports. Any defects/ errors are reported upon detection and corrected. If a trend of errors is detected, remedial training is implemented and future work monitored until satisfactory quality levels are achieved and sustained.

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page C-II

LIONEL HENDERSON & CO., INC.

Office Services Support for DOE  
Oakland Operations Office

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2.6.3

Office Equipment Operation

Personal computers, printers, scanners, copiers, fax machines, phone answering systems, postal and mailing equipment, bursters and shredders are equipment common to contracts. Each contract employee is trained by the Office Manager/Supervisor or designated trainer to ensure working/operating knowledge of office equipment. Any training deficiencies are addressed immediately or scheduled for appropriate training. Measurement is through training session attendance reports, equipment operation logs, and direct observation.

Filing

Clerical services that include filing such as retrieving documents, memorandums, reports and other documentation from files and other storage, are subject to quality assurance methods of review. Methods assuring control are specific to the contract requirements and may include review of document numbers, physical file review, review of document to system screens or reports for verification of correctness of keying or scanning. Any discrepancies found are immediately reported, corrected and verified.

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Page C-12

LIONEL HENDERSON & CO., INC.

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Oakland Operations Office

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Appendix D -

RESUMES OF KEY STAFF

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Page D-1

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**WORK EXPERIENCE**

*Lionel Henderson & Co., Inc.*

Elk Grove, CA January 1986 to Present *Position Title:* President

*Duties:* Responsible for setting policy, staffing, direction, management. Ultimate responsibility for staff of 100+ on federal, state and local government contracts. Leads contract management teams in operational decision making and planning. Liaison with governmental agencies and contracting officers. Direct involvement with quality control analysis and decision making. Oversees implementation of policies.

*Equipment:* PCs Software: MicroSoft Word, Excel, Access, PowerPoint; Project, Business Works, Solomon, Lacerte

*Computer Sciences Corporation* August 1991 to May 1993 Sacramento, CA

*Position TiUe:* Fiscal Operations Manager

*Duties:* Implemented, staffed, and operated start up state earthquake insurance program. Developed database of 4.5 million policy holders. Fully responsible for all phases of project from initial requirements analysis through final testing and government acceptance. Designed and coordinated computer systems and operating procedures to account for payment of 6 million policy holders through 200 insurance companies. Liaison with insurance companies..

*Equipment:* PCs, Mainframe Software: DOS/Windows WordPerfect; Lotus 1-2-3; CICS *Point of Contact:* Tom Yusko (301) 731-5300

*Position Title:* Director of Accounting August 1984 to August 1991

*Duties:* Responsible for enhancement and maintenance of National Flood Insurance Program's accounting system, analysis of financial data and preparation of financial statements and reports. Planned and coordinated contract financial activities with total annual value of \$1 billion. Managed staff who performed general accounting, financial reporting and analysis. Monitored practices and procedures to ensure adherence to general accounting practices and contractual requirements. Established and maintained a supervisory review process for quality, timelines and accuracy of financial data. Maintained liaison with Government agencies, insurance companies and financial institutions.

*Equipment:* Mainframe and PCs Software: MSA Mainframe Accounting Systems *Point of Contact:* Tom Yusko (301) 731-5300

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*Veterans Administration* April 1977 to August 1984 Washington, DC

*Position Title:* Supervisory Auditor

*Duties:* Planned and organized financial, contractual, and operational audits of V A facilities, programs and operations. Provided direction and guidance to subordinates in conducting audits in accordance

with AI CPA and governmental auditing standards. Reviewed work papers of subordinates, documenting evidence obtained during audit as a basis of judgments, opinion, and conclusions. Prepared written audit reports.

*Equipment:* PCs and mainframe

*Point of Contact:* James Hudson (404) 347-7648

*American Hospital Supply*

**Evanston, IL**

*Position Title:* Accounting Supervisor

**June 1974 to December 1976**

*USAF*

*Position Title:* Executive Support Officer

**October 1971 to June 1974**

*EDUCA TION and PROFESSIONAL CERTIFICA TIONS*

**BBA Accounting, University of Mississippi; Graduate level coursework Central Michigan University, Mt. Pleasant, Michigan**

**Certified Public Accountant, 1982**

**Certified Financial Planner, 1989**

**Certified Government Financial Manager, 1995.**

Sophy J. Chung

***WORK EXPERIENCE***

*Lionel Henderson & Co., Inc.* October 1991 to Present Elk Grove, CA

*Position Title:* Vice President, Administration

*Number of Persons Supervised:* 5 Supervised directly or indirectly

*Duties:* Manage accounts payable and accounts receivable, analyze company and client financial and operational reports and records. Produce compliance reports for government reports; manage payroll staff. Perform audit function as requested by clients, perform audits on financial records for small businesses and state government agencies.

*Equipment:* PCs Software: MicroSoft Word, Excel; Lotus 123; BusinessWorks; Lacerte; and Solomon.

*Point of Contact* Lionel Henderson (916) 429-8601

*Computer Sciences Corporation* January 1987 to October 1991 Lanham, MD

*Position Title:* Senior Financial Analyst

*Number of Persons Supervised:* N/ A

*Duties:* Monitored the budget for the National Flood Insurance Program, handled special projects as assigned by management. Coordinated internal and external audits. Responsible for daily cash deposits and related transactions, financial reporting and bank reconciliation.

*Equipment* PC Software: Lotus 123; WordPerfect 5.1

*Point of Contact:* Lionel Henderson (916) 429-8601

*Hartford Steam Boiler Insurance & Inspection Company*

**Hartford, CT January 1983 to December 1986** *Position Title:* Internal Auditor

*Number of Persons Supervised:* 150

*Duties:* Managed accounts payable, cash flow, and reviewed all cash disbursements. Full charge of bank reconciliation system, 1099 system, and Accounting Services Unit to support the Claims Department for monetary transactions. Assisted Data Processing Department in the design of in-house unsolicited cash receipts system.

*Point of Contact:* Michael Long

***EDUCA TION:* BA, Accounting and Economics, University of Chinese Culture, Taiwan; MBA, Xavier University, Cincinnati, OH**



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Harvey L. Malone

PROPOSED POSITION: Program Manager

WORK EXPERIENCE

Williams, Adley & Co., LLP, Onizuka AS, August 1992  
-Present  
Sunnyvale, CA  
*Position Title:* Supervisor/Quality Control Manager, Mail Room  
*Number of Persons Supervised:* 3  
*Duties:* Information management responsibilities include providing technical assistance for publications, records management, administrative communications and planning and programming systems. Postal responsibilities include training and technical guidance to assigned personnel, review material for accountability, quality, completeness and accuracy prior to distribution. Resolves routine inquiries and problems of a highly technical nature. Also provide technical support on forms maintenance, office records establishment, document transfer for staging, receptionist and office management. *Equipment:* FedEx Powership; Friden Neopost Friendship Mail Machine. Software: Microsoft Word, Windows 95; WordStar, and PC-III .  
*Point of Contact:* Larry Hudgins (415) 603-8064

u.s. Air Force July 1972 - August 1992  
Onizuka Air Station, Sunnyvale, CA  
*Position Title:* Chief, Career Progression  
*Number of Persons Supervised:* 7  
*Duties:* Responsible for oversight of classification, assignment, personnel affairs, reenlistment, career advisory program, promotion, separation, personnel system management and report and record preparation. Monitored proficiency pay and selective reenlistment bonus programs, personnel reliability and quality control. Briefed enlisted personnel and officers on career progression. Developed, counseled and supervised the Air Force Retention Program. Personnel document verification.  
*Equipment:* Z-248; Burroughs. Software: ENABLE, MultiMate, BDII, EMail  
*Point of Contact:* Larry Hudgins (415) 603-8064

EDUCATIONAL BACKGROUND: Coursework: Community College of the Air Force, Gunter, AL; University of Colorado Springs, CO; Solano Community College, Suisun, CA

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Edwin Moss

WORK EXPERIENCE  
Lionel Henderson and Company January 1995 -Present Elk Grove, CA  
*Position Title:* Project Manager  
*Number of Persons Supervised:* 55 Employees supervised directly or indirectly  
*Contract Number and Contract Type:* DynCorp Subcontract 3C- W -JMD-0050, DOJ Asset Forfeiture Program, Federal T&M  
*Duties:* Responsible for management of 55 legal technicians, data analysts and data clerks at 12 locations in California, Nevada and Hawaii. Hire and maintain qualified technical staff members who handle data entry and reporting DOJ's Asset Forfeiture Program. Report monthly budget and manpower statistics. Responsible for ensuring security packets are complete and ready for agency processing.

Communicate frequently with COTR and DOJ technical personnel concerning project status, progress, work to be accomplished and to develop strategies for future work and improvement.

*Equipment*'' Pier to pier PC network running Windows, Microsoft Office, and Business Works. Equipped with printer and communication peripherals.

*Point of Contact:* Lionel Henderson (916) 429-8601

Pacific Management Dynamics (PMD) May 1993 -December 1994 Sacramento, CA

*Position Title:* Accounting Manager

*Number of Persons Supervised:* 6

*Duties:* Prepared budgets and participated in strategic financial planning. Responsible for full accounting functions and all data entry for tracking operations for two California association and four energy efficiency projects, as well as corporate accounting. Interacted with six different boards of directors, attended meetings and reported financial data. Boards were composed of officers from nation's largest utility companies. Updated stand-alone accounting system to an integrated LAN to improve data efficiency and accuracy. Developed accounting processes and procedures to enhance management information system and overall operation including data entry accuracy.

*Equipment:* PC LAN running Foxpro, Quicken, WordPerfect, QuattroPro and more.

*Point of Contact:* Dale Bullock (415) 989-7162

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Computer Sciences Corporation (CSC) November 1991 -May 1993 Sacramento, CA

*Position Title:* Accounting Supervisor

*Number of Persons Supervised:* 11 Employees supervised directly or indirectly

*Contract Numbers / Type of Contract* State of California, Dept. of Insurance, State CRERF *Duties:* Developed and staffed a complete accounting department for a state program. Provided liaison to CSC technical services and operations, California Department of Insurance, and the insurance industry. Designed and managed a large database of ad-hoc statistical reports on operational activities for management and provided management reports. Translated conceptual designs into practical computer applications. Developed data gathering report mechanisms. Conducted quality control procedures for data entry and database information and supervised 4 data entry clerks and a data entry supervisor. Responsible for the quality of 100,000+ records monthly.

*Equipment:* Wide area network of PCs with line printers, terminals to CSC LAN and communication peripherals.

*Point of Contact:* Lionel Henderson (916) 429-8601

River West Developments September 1988 -June 1991 Sacramento, CA

*Position Title:* Controller

*Number of Persons Supervised:* 5

*Duties:* Managed all accounting functions for a development company, including supervision of data entry and accounting clerks. Provided financial information and developed budgets and cost accounting processes and procedures for corporation and bankers for construction loans. Updated stand-alone accounting system to on-line, real-time networked accounting system. Maintained financial information on eight joint venture programs, limited partnerships and investor groups. Developed cash flows for projects and tax information for all entities and the corporation.

*Equipment:* Proprietary mini-computer with terminals and peripherals.

*Point of Contact:* Ryan Fong, (916) 446-1115

Questar Pipeline Company July 1984 -August 1988

Salt Lake City, UT

*Position Title:* Accounting Specialist

*Number of Persons Supervised:* Interim supervisor of 6 employees

*Duties:* Accounted for changes to valuation of natural gas prices per changes to contracts after original payments. Analyzed production records and contract changes and calculated the net change to production for time periods involved in contract. Vouchered changes. Supervised accountants and accounting clerks dedicated to closing backlog of contract changes. Developed computer program to automatically report detailed monthly work completed by interfacing with corporate database.

*Equipment:* Stand-alone PCs and IBM mainframe with terminals.

*Point of Contact:* Sharon Walker (801) 292-5250

EDUCATIONAL BACKGROUND: B.S., Accounting, University of Utah, 1987

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Robert A. Foster

**SUMMARY** -Mr. Foster has 33 years of experience in human resources (HR) programs and systems, including development of recruitment, compensation, training, and employee relations programs and strategic HR systems to support emerging business needs. Major responsibilities have involved staffing, HR startups and seamless transitions, supervisory training and management development, employee relations and counseling, performance review and compensation practices, EEO/ AAP, labor relations, and development and administration of policies and procedures.

**WORK EXPERIENCE**

**Lionel Henderson and Company, Incorporated January 1995 -present** *Position Title:* Human Resources (HR) Manager

*Duties:* Responsible for all HR activities and projects including the seamless transition of contract incumbent employees to LHC workforce and the design and implementation of training programs such as Effective Listening, Conflict Management, Management Styles and Building High Trust and Respect in Organizations.

**Computer Sciences Corporation (March 1968 -May 1993).** *Position Title:* Division Director of Human Resources (HR)

*Duties:* Directed for several business units of CSC with assignments in Washington State, California, Maryland, New York, New Jersey and Texas. Responsibilities covered the full spectrum of HR activities and programs, and included five separate and seamless transitions of employee workforces (from 28 to 525 employees) from incumbent contractors to CSC. Staffing emphasis was on computer, healthcare, and engineering professionals.

**Vitro Engineering Corporation (1-1/2 years)** *Position Title:* Senior Personnel Specialist

*Duties:* Recruitment of exempt professionals in architectural, engineering, and design disciplines; and non-exempt technicians and clerical/secretarial support personnel. Completed job evaluation and position analyses for the entire 400-employee population. Conducted management development and supervisory training classes and new employee orientations.

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**United Nuclear Industries (1-3/4 years)** *Position Title:* Training Coordinator

*Duties:* Directed training programs involving administration, development, professional guidance, and coordination. As employee relations representative, was responsible for compensation, recruiting, EEO/ AAP, and employee relations.

**Ventura County Personnel Department (4 years)** *Position Title:* Manager, Professional Staffing and Employee Development

*Duties:* Responsible for professional recruiting, employee development, training, counseling, and career development, salary studies, budget analyses, and manning forecasts.

**Aerojet -General Corporation (4 years)** *Position Title:* Senior Employment Representative

*Duties:* Recruited engineers and computer professionals, managed employee promotions and transfers, and handled third-step grievances covering promotion, transfer, and layoff articles of the union

contract.

*PRIOR EXPERIENCE*

Employment interviewer, Western Electric (2 years); assistant manager, Follets College Bookstores, University of Illinois (2 years).

*EDUCA TIONAL BACKGROUND*

BS in Psychology, University of Illinois

LIONEL HENDERSON & CO., INC. r;~ ('c Office Services Sup~ for ~E  
,,:I Oakland Operations Office

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Appendix E -

POSITION DESCRIPTION

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTIONS OF THE TITLE PAGE OF THIS PROPOSAL

Page E-1

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TITLE:

JOB DESCRIPTION

Office Manager

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FWD GRADE:

General Summary of Duties

Responsible for the work perfonned on the DOE -OAK contract. Assures compliance with the statement of work for Office Support Services and special requests by the contracting officer representative

(COR). Adheres to the Corporate Quality Assurance Guidelines and the contract Quality Control Plan through on-site self -inspections, performance evaluations, participation in the corporate management evaluation program, and feedback from the customer.

Essential Functions

- Assure compliance with Corporate Quality Assurance Guidelines,
- Develop and maintain self -inspection checklists for functional areas of responsibility. Perform inspections on in-progress and completed work.
- Implement and document corrective actions.
- Supervise on-site work in progress, making on the spot corrections.
- Initiate discrepancy reports for below standard or incomplete work.
- Participate in employee meetings and corrective action programs.
- Provide the Project Manager with reports detailing the results of self- inspection activities performed.
- Review and sign off on quality control reports and contract discrepancy reports, which affect functional areas of responsibility .
- Participate in monthly performance review meetings with the customer.
- Develop, issue, maintain and control all work schedule and plans.
- Report status in accordance with contract reporting requirements.
- Review all actions resulting in changes to the program
- Promote and enforce work and production standards.
- Report internally to LHC management per established policies.

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TITLE:

JOB DESCRIPTION

Production Control Clerk

FWD GRADE:

General SummalI'

Provides administrative and physical support to the Supply Technician. Responsible for office services. supplies and customer service. Assists the Contract Manager in providing quality control for all tasks on the DOE- OAK contract.

Essential Functions

Helps maintain the customer service station, receiving and issuing supplies, equipment. mail, commuter. airline, BART and bridge and toll tickets. Assists in the inventory, stocking and ordering of office and copier supplies and business equipment. Audits and perfonns inspections on in-progress and completed ",ork in all functional areas. Reports to the Office Manager on the quality and timely completion of all tasks on the DOE- OAK contract. Prepares discrepancy reports for belo", standard or incomplete work. Implements and documents corrective actions to impro,,e or increase quality of work. Supervises work in progress, making on the spot corrections. Participates in corrective action discussions. Provides the project manager \vith monthly reports detailing the results of inspection activities. Reviews and signs off on quality control reports and contract discrepance~' reports.

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TITLE:

JOB DESCRIPTION

Supply Technician- Office Services Centers - Copier Machine Management Operations

FWD GRADE:

General Summary

Provides administrative and physical support to the inventory, control, orderly maintenance, storage, customer service and distribution of supplies, equipment, excess furniture, etc. in the Office Services Centers located at sites referred to as OAK and LSO. Manages copier machine operations, including supply replenishment.

Essential Functions

Ensures that adequate supply inventories are available at each Office Service Center site. Responsible for the general supply operations and for maintaining an efficient customer service area. Will perform cataloging, identification, inventory control, including requirements determination or standardization. Responsible for ordering supplies through government supply resources, and for receiving, arranging for transportation, quality control (storage, safeguarding, discrepancies, disposal) and participates in supply management activities, including eliminating or reducing warehousing unnecessary or obsolete supplies and equipment.

Will maintain and update supply catalog to fully inform customers about what is available for issuance or checkout. Assures proper labeling of stock shelves and restocks shelves as required. When ordering supplies will minimize variations of a given type of supply.

Provides professional customer service that is not only courteous, helpful and prompt, but that is efficient service as well.

Issues office supplies to customers who initiate requests at the Office Services Center or by telephone. Maintains records of single items distributed that are valued at \$25 or more, e.g., briefcases.

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Supply Technician (cont'd)  
Essential Functions- Copier machine Management Operations

Maintains and submits monthly reports to the Printing Manager of copier inventory, location, model and serial number, meter readings and downtimes of all copier machines, and service calls, if any, for any malfunctioning machine. Orders and tracks all copier paper ordered, stocks all copier machines, reporting the cost, size, and color, Takes daily inventory of mission critical items like toner, cartridges, etc. Is key contact for copier machine assistance to resolve minor malfunctions and calls vendor technician if necessary. Informs the Printing Manager of monthly inventory, meter readings, downtimes, machine malfunctions, and service calls.

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JOB DESCRIPTION

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TITLE:

Motor Vehicle Dispatcher- Vehicle Fleet Operations- Equipment! B'usiness Machines- Conference Room Set-up! Added Support areas  
2.16,2.17,2.18

FWD GRADE:

General Summary of Duties

Responsible for fleet vehicle operations and for the preparation and maintenance of all logs, sign-up sheets and records relating to ,-ehicle dispatch services- Operates the motor pool and ensures the maintenance, refueling and repair of all government' -ehicles. Manages and maintains the business machine and equipment checkout system and provides local and in-house delivery of equipment and the set-up of conference and training rooms as required, including delive-- of requested equipment.

Essential Functions -

Vehicle Fleet Operations

Manages the motor pool fleet operations and maintenance activities, providing ,''ehicle operations bet\\''een 7:00 a.m- and 5: p.m., M-F. Using daily sign-up sheet, sef\\-ice employee requests for vehicle types. Verifies that each government vehicle operator possesses a current state diver's license and is informed of the statutory regulations. responsibilities. and prohibitions when driving go,-ernment vehicles. Assures that vehicles maintenance schedules are followed for the process and frequency of,-ehicle oil changes. tire rotation, fueling, cleaning, washing. etc. Maintains daily dispatch. fuel consumption. mileage, and vehicle breakdo\\1110gs. and up to date list of vehicles available for use. Takes vehicle in for maintenance. emergency service and recalls. Refuels, washes and cleans vehicles. Terminates and replaces vehicles- Files accident reports, monitors bridge tolls, government access and credit cards-

Essential Functions -Equipment /Business machines

Maintains an equipment use checkout system that permits all customers use on a first come basis and that is designed to determine frequency of checkout for potential supplemental equipment ordering. Has custodial responsibility for all equipment and business machine checkout and use for meetings. Establishes, maintains and makes available to customers a complete inventory of office equipment available for checkout. Ensures that all equipment is functioning before and after customer use and shall noti~' COR or designee of needed repairs, replacements. etc. Performs follow up for all equipment that is missing and! or not returned. .

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Motor Vehicle Dispatcher (Coot)

Notifies the COR when equipment repair is required and there are no maintenance arrangements available with local vendors. Provides for local and in-house pickup and delivery of equipment and, as required, taking equipment to local shops for repair and pickup; moves equipment from/to basement and to.ifrom offices.

Essential Functions -Conference Room Setup

Assist with conference meeting room set-up and arrangements. Maintains files of equipment available for meeting and will deliver and set-up equipment for meetings per customer's request, including meetings at DOE site offices and the local area, ensuring that equipment is operable and clean, and returned to inventory or recycled after meeting or activity is completed. Establishes procedure to assure through twice yearly surveys that conference rooms are neat and professional in appearance and assigned equipment and supplies are in place.

Essential Functions Added Support Areas

2.16 Building Operations Engineering and Housekeeping Trouble Calls For The Oakland Site, Will establish and maintain a procedure (and provide a written guide to customers) to receive and report customer concerns of building engineering and housekeeping problems or defects-

2.17 Installation of Lamps on System Furniture Light Fixtures
Installs or replaces lamps in systems furniture light fixtures at customers request.

2.18 Keys Management
Maintains a set of keys for the systems and modular furniture that are sorted and stored in the key box by location and key number. Loans spare keys while maintaining a master set.

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JOB DESCRIPTION

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TITLE:

General Clerk I (part-time)

FWD GRADE:

General Summary

Perform a combination of clerical tasks to support the DOE Mail Operations and Services function. Processes incoming parcels and mail and delivers outgoing certified mail. Maintains files, records and logs. Issues commuter documents. Responds to routine requests with standard answers.

Essential Functions

Logs in all incoming express shipments, including Federal Express, Airborne Express, UPS, DHL, Certified, etc. Contacts recipients to arrange for pick-up. Logs incoming airline tickets for DOE personnel and contacts the recipients. Issues commuter subsidy check and BART tickets to DOE personnel. Delivers outgoing certified mail to the post office. Issues outgoing Federal Express labels. Maintains files, records and, or logs for all of the above. Assists in providing customer service.

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JOB DESCRIPTION

General Clerk n (lail clerk)
Lawrence Livermore National Laboratory

FWD GRADE:

General Summary
Same process as for Oakland Federal Building clerk with variations as shown below.

- Essential Functions
1. Mail is received via shuttle and outside courier. Mail is sorted and prepared for distribution in mail runs that are conducted at 10:00 a.m., and 2:30 p.m. throughout building 311.
 2. Commuter Subsidy checks and B.I.\RT tickets are issued.
 - 3: Office supplies are monitored and maintained.
 4. Maintenance agreements on copier and fax machines are monitored and maintained

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TITLE:

JOB DESCRIPTION

General Clerk n (mail clerk) -Oakland Federal Building

General Summary

Follow a nwnber of specific procedures in the receipt of incoming and the sorting and distribution of outgoing regular mail. Tasks include opening mail, running mail through metering machines. calculating and posting meter readings, and maintaining distribution logs.

Essential Functions

- Receipt, soning. and distribution of incoming and outgoing regular mail, through the proper channels.
- I. All mail is brought from the postal sub station to the mailroom, date stamped, sorted and placed in the appropriate boxes. The mail is checked for accuracy and placed in the mail cart in preparation for

- the 10 0' clock mail run. Mail is dropped off and picked up from all 28 DOE divisions. Mail picked up from the divisions is sorted en route and delivered to the di,'isions not yet reached. Mail not delivered is returned to the mailroom and placed in appropriate bins.
2. At II :30 a.m. one last pickup from the postal substation is made. The same process as indicated abo,-e is repeated. At 2:00 p.m., a second mail run is commenced. After completing the mail run all mail not delivered is placed in bins as noted above. The processing of outgoing mail is begun.
3. Pouch sef\ices for Germantown, Forestall, SLAC and FTEC are prepared by placing mail in pouches. labeled with the appropriate address. weighed, and postage added ",here necessary.
4. Meter counts are taken of postage machines (en,-elopes, tapes, and total counts) and input into the meter count disk.
5. The mailroom is closed while the outgoing mail is taken to the loading dock in the basement.
6. Logs are maintained for all distributions.

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TITLE:

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JOB DESCRIPTION

General Clerk n (Contract File Management)

FWD GRADE:

General Summary

Manages the bar-coding, orderly shelving, updating, and check out of Contract and Financial Assistance Award files on the 9th floor file room. When complete, prepares files for shipment to record center or basement holding area.

Essential Duties

Manages, prepares and maintains orderly filing of original contracts and financial assistance a\'\'ards. Achieves orderly appearance. organization and accessibility. Enters administrati,,e actions, modifications, amendments. changes, closeout notices, negotiation information. contractor's proposals, requests for proposals, staff review comments. correspondence. and other documentation that make a complete contract or financial assistance a\'\'ard file. Cooperative agreements and interagency agreements are also maintained.

Assures that the files are bar-coded, shelved, maintained and authorized customer access for file check *out*l check-in provided in accordance \\1th the *OAKJ* Contract *I* Financial Assistance File Preparation and Maintenance Guideline.

Closes out contacts when all contractually required actions have been completed and final payment has been made.

Boxes closed out contracts for shipment to record center or basement holding area.

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TITLE:

JOB DESCRIPTION

General Clerk ill -(Shuttle Driver)

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GRADE:

General Summary

Drivers makes at least m.o shuttle trips per day, one in the morning and one in the afternoon. The morning run departs OAK at 8:00 a.m. and passengers are dropped of at Livermore Lab. Mail deli\'e~. then begins at Livermore's Building 311, interrupted by a trip to the post office for classified material. All pouches of mail must be delivered and at least one pouch picked up for return to OAK. Driver assures that a property pass accompanies any equipment transported. Fills gas tanks prior to return trip to OAK.

The morning shuttle back to OAK begins at II :00 a.m. After arrival in OAK, the driver returns to the mailroom and distributes the mail brought from Livermore. The pouches are then refilled with other mail that would be taken back to Livermore on the afternoon run.

The afternoon run departs O.o-\K at 1 :30 p.m. On arrival the afternoon mail delivery at Livermore is accomplished. equipment and important package signatures are obtained and activity logs completed for the mail room shuttle service, including the number of packages delivered from and to each location.

The second or, afternoon shunle service returns to Oakland at 4:15 pm., where mail brought back, is distributed to mailroom slots.

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